THE GEORGE BROWN COLLEGE

WINTER PART-TIME COURSES

COMMENCING JANUARY 1976

E-164

WINTER PART-TIME COURSES

COMMENCING JANUARY 1976

For information call 967-1212

The George Brown College
of Applied Arts and Technology
P.O. Box 1015, Station B, Toronto, Ontario M5T 2T9

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General Information

Course Commencement Dates

Unless otherwise stated classes in the courses listed in this calendar commence during the week beginning January 12th, 1976.

Registration Dates

Final registration dates for the Winter Term are Monday, January 5, Tuesday, January 6 and Wednesday, January 7, 1976.

Advance Registration

Advanced application may be made in person between 8:30 a.m. and 4:30 p.m., Monday to Friday.

Registration Locations

Candidates are expected to register at the campus conducting the course.

The campus on which a course is conducted is indicated in the course description.

Locations of the campuses are as follows:—

College Campus
507 College Street
Tel: 967-1212, ext. 305 or 306

Kensington Campus
21 Nassau Street
Tel: 967-1212, ext. 606, 608 or 609

Casa Loma Campus
160 Kendal Avenue
Tel: 967-1212, ext. 405

St. James Campus
200 King Street East
Tel: 967-1212, ext. 504 or 510

Fees

The amount of the fee for each course is stated in the course description; each of these amounts includes a $5.00 non-refundable registration fee. In some cases, the cost of laboratory fees and materials may be additional to the stated amount of the fee.

The receipt issued at the time of payment of fees is the official receipt for income tax purposes; please retain it carefully, since a duplicate cannot be issued.

Anyone who has attained the age of 65 on or before the start date of the course will pay fees at the rate of $5.00 (total) for courses up to 60 hours duration. For courses over 60 hours the fee will be $5.00 plus a prorated amount.

Identification

Your receipt is your admit-to-lecture identification and must be shown to the instructor at the beginning of the course and whenever requested.

Refunds

To obtain a refund a student must apply in writing to the admissions office; forms are available at the campus office for this purpose.

Refunds will be made only if requested before the third scheduled session of the course. The $5.00 registration fee is not refundable. In addition a charge of $1.00 per hour of each scheduled session held prior to the date of application for refund will be made, whether or not the student attended classes. If a course is cancelled, full refund will be made.

REQUESTS FOR REFUNDS MUST BE ACCOMPANIED BY THE OFFICIAL RECEIPT.

Transfer Between Courses

Students wishing to transfer between courses must apply in person to the admissions office on the campus for authorization of change in their admit-to-lecture identification and for any fee adjustment which may be required.

Part-Time Studies During The Day

Enrolment in regular day subjects or courses is possible. For further information call 967-1212 or direct inquiries to the day-school admissions office.

Prerequisites

Candidates are advised that many of the courses require considerable related experience. Prerequisites stated are the minimum requirement.

Minimum Enrolments

The college reserves the right to cancel any class for which attendance has dropped below the required minimum and to suspend or combine during the session any classes in which attendance falls below the minimum.

Textbooks and Supplies

Textbooks and supplies for all part-time courses may be purchased at the individual campus bookstores.

Certification

Applicants should inquire at the time of registration concerning certification and accreditation.

Changes in Course Offerings

The description of course offerings contained in this calendar is a statement of intention on the part of the College which will be carried out as closely as circumstances permit. However, the College reserves the right to cancel or to change any of the particulars of course offerings without notice.

ACADEMIC STUDIES

Academic

Academic Upgrading/College Preparatory

These courses are designed for those who wish to upgrade their academic standing for self-development and career improvement and for entry into Apprenticeship, Vocational training and two-year diploma programs offered at Colleges of Applied Arts and Technology.

English Upgrading 8 ENG 906

Monday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $50.00

Classes begin week of January 26.
Prequisite: Grade 7 English, or Course ENG 904.
Course Content: Reading, spelling and sentence structure; basic grammatical terms and simple paragraph writing; a refresher in basic English skills for students who have completed public school at the grade 6 level.

English Upgrading 9 ENG 907

Monday and Wednesday,
7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $50.00

Classes begin week of March 8.
Prerequisite: Grade 8 English or ENG 906.
Course Content: Review of grammar and punctuation as required; descriptive, expository and narrative writing; short reports; introductory business letters; precis writing; vocabulary study; short stories, poetry and essays from Canadian literature.

English Upgrading 10 ENG 908

Monday and Wednesday,
7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $50.00

Classes begin week of March 8.
Prerequisite: Grade 9 English or ENG 907.
Course Content: Review of grammar and punctuation as required; descriptive, expository and narrative writing; short reports; introductory business letters; precis writing; vocabulary study; short stories, poetry and essays from Canadian Literature.

English Upgrading 11 ENG 909

Monday and Wednesday,
7:00-10:00 p.m.
Kensington Campus
75 hours
Fee: $60.00

Classes begin week of February 9.
Prerequisite: Grade 10 English or ENG 908.
Course Content: Basic communications designed to improve reading rate and comprehension, vocabulary range, principles of discussion and debates; the English Language in terms of origin, factors that cause a language to change and standards of usage; essays emphasizing creativity will also be required. Detailed analyses of the short story, poetry and short plays twentieth century literature.

English Upgrading 12 ENG 910

Monday and Wednesday,
7:00-10:00 p.m.
Kensington Campus
75 hours
Fee: $60.00

Classes begin week of February 9.
Prerequisite: Grade 11 English or ENG 909.

Course Content: Techniques used by various writers as guidelines for the students in assessing their own work; listening and oral skills with emphasis on debates, presentations, and simulated meetings; basic business communications and report writing; detailed analysis of representative twentieth century writers with emphasis on drama and novels.

Mathematics Upgrading 8 MATH 906

Tuesday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $50.00

Classes begin week of January 26.
Prerequisite: Grade 7 math or equivalent.
Course Content: Study of whole numbers, fractions, decimals, per cent, and an introduction to the metric system.

Mathematics Upgrading 9 MATH 907

Tuesday and Thursday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $50.00

Classes begin week of March 8.
Prerequisite: Grade 8 Mathematics or MATH 906.
Course Content: Review of fractions, decimals and per cent, powers, square root, metric system, simple areas, perimeters, volumes, and basic algebraic equations.

Mathematics Upgrading 10 MATH 908

Tuesday and Thursday, 7:00-10:00 p.m.
Casa Loma Campus
75 hours
Fee: $60.00

Classes begin week of March 8.
Prerequisite: Grade 9 Mathematics or MATH 907.
Course Content: Study of circles, triangles, theorem of Pythagoras, volumes, weight and capacity; metric conversions; multiplication and division of monomials and binomials; linear equations and graphical solutions; trigonometric ratios, and mensuration.

Mathematics Upgrading 11 MATH 909

Tuesday and Thursday, 7:00-10:00 p.m.
Kensington Campus
75 hours
Fee: $60.00

Classes begin week of February 9.
Prerequisite: Grade 10 Mathematics or MATH 908.
Course Content: Review of grades 9 and 10 Algebra; grade 11 Algebra, Geometry, Trigonometry, and the slide rule.

Mathematics Upgrading 12 MATH 910

Tuesday and Thursday, 7:00-10:00 p.m.
Kensington campus
75 hours
Fee: $60.00

Classes begin week of February 9.
Prerequisite: Grade 11 Mathematics or MATH 909.
Course Content: Review Grade 11 Algebra; Algebra, Geometry and Trigonometry for grade 12 credit.

Science Upgrading 9 SCI 907

Tuesday and Thursday, 7:00-10:00 p.m.

Casa Loma Campus
75 hours
Fee: $60.00

Classes begin week of January 26.
Prerequisite: Grade 8 Science.
Course Content: Introduction to Science including measurement, chemistry, biology, sound, and light.

Science Upgrading 10 SCI 908

Tuesday and Thursday, 7:00-10:00 p.m.
Casa Loma Campus
75 hours
Fee: $60.00

Classes begin week of January 26.
Prerequisite: Grade 9 Science or SCI 907.
Course Content: Grade 10 Level concepts from mechanics, magnetism, electricity and heat.

Biology BIO 547

Monday and Wednesday, 7:00-10:00 p.m.
Kensington Campus
90 hours
Fee: $70.00

Classes begin week of February 9.
Prerequisite: Grade 10 Science or SCI 908.
Course Content: Human anatomy and physiology in the grade 11 or 12 level; structure and function of the various body systems with laboratory work.

Chemistry CHEM 547

Tuesday and Thursday, 7:00-10:00 p.m.
Kensington Campus
90 hours
Fee: $70.00

Classes begin week of February 9.
Prerequisite: Grade 10 Science or SCI 908.
Course Content: Grade 11 or 12 level; introductory college Chemistry with laboratory work.

Physics PHYS 547

Tuesday and Thursday, 7:00-10:00 p.m.
Kensington Campus
90 hours
Fee: $70.00

Classes begin week of February 9.
Prerequisite: Grade 10 Science or SCI 908 and grade 11 math or MATH 909.
Course Content: Grade 11 or 12 level.

Advanced Technical Evening Classes (A.T.E.C.)

English I ENG 100

Wednesday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $50.00

Prerequisite: Grade 12 English, ENG 910 or equivalent.
Course Content: Skill in the use of simple, clear, correct English; emphasis on effective oral and written communication, special focus on reading/learning techniques, technical writing, and oral communication of ideas, information and instructions.

Mathematics I MATH 100

Thursday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $50.00

Prerequisite: Grade 12 Math, MATH 910, or equivalent.
Course Content: Computations with measured quantities; exact and approximate numbers; scientific notation; analysis or error; slide rule and tales; Algebra, Logarithms, Trigonometry and Analytic Trigonometry.

Mathematics II MATH 200

Tuesday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $50.00

Prerequisite: MATH 100 or equivalent.
Course Content: Algebraic notations: binomial theorem, Trigonometry. Analytic Geometry: the straight line, loci, conics, second degree equations. Differential Calculus: limits, derivatives of product, quotient and power functions, rate of change, maxima and minima. Integration: indefinite and definite integrals, areas under the curve, volumes of revolution.

Career Improvement

Medical Terminology Part I ANAT 100

Tuesday, 7:00-10:00 p.m:
Casa Loma Campus
30 hours
Fee: $30.00

Course begins week of January 26.
Course Content: Terminology related to normal structure and function of the various body systems; some laboratory work and use of anatomical models.
NOTE: ANAT 100 is a compulsory subject for the Business and Commerce part-time Court Reporters certificate program.

Medical Terminology Part II ANAT 101

Thursday, 7:00-10:00 p.m.
Casa Loma Campus
30 hours
Fee: $30.00

Classes begin week of January 26.
Prerequisite: ANAT 100
Course Content: Terminology related to the abnormal (diseases, disorders); nomenclature and therapeutic action of common drugs.

Business Law AS 907

Tuesday, 7:00-10:00 p.m.
St. James Campus
60 hours
Fee: $50.00

Classes begin week of January 5.
Course Content: Designed to provide an understanding of Common Law as it applies to private citizens and to persons engaged in small business enterprises; definitions and explanations of contracts, employment, agency, the sale of goods, insurance, real estate, partnership, bankruptcy, negotiable instruments, business crime, torts.
Note: AS 907 is a credit subject toward FIIC standing.

Economics EC 903

Monday and Wednesday,
7:00-10:00 p.m.
St. James Campus
90 hours
Fee: $70.00

Classes begin week of January 5.
Course Content: Basic economics and industrial organizations: forms of economic organization and their strengths and weaknesses.
Monetary theory: money, credit and banking, Canadian banking system. Forms of business organization and business financing. Supply and demand business cycles and compensatory countercyclical fiscal policy. Labour economics. Insurance. Civics, organization of federal, provincial and municipal governments.

English and the Business World ENG 201

Wednesday, 7:00-10:00 p.m.
St. James Campus
45 hours
Fee: $38.00

Classes begin week of January 5.
Course Content: Psychological techniques of letter writing; sales letters, advertisements, the memo, social business letters, brochures and company bulletins; oral communication. Job interview, panel discussion, simulated business conference; business problems; literature used as a basis for speech practice and discussion; articles of interest to the business student; precis.
Note: ENG 201 is a compulsory/optional course in various Business and Commerce part-time certificate programs.

English (Technical) ENG 530

Tuesday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $50.00

Classes begin week of January 5.
Course Content: Related to trades and technologies at the level needed for journeyman status; reading for comprehension, reading for details, reading for main ideas; summarizing information, making notes, and reading as studying; remedial and developmental work in oral and written expression.

Rapid Reading ENG 900

Tuesday, 7:00-9:30 p.m.
Casa Loma Campus
40 hours
Fee: $35.00

Classes begin week of January 5.
Course Content: Designed to help the student improve his reading speed and level of comprehension; current reading level is determined and an individual program is devised to correct reading problems; emphasis on improving the Student's reading speed; modern methods of information processing.

Remedial Speech ENG 903

Wednesday, 7:00-10:00 p.m.
St. James Campus
30 hours
Fee: $30.00

Classes begin week of January 26.
Course Content: The objective of the course is to assist students who wish to improve speech skills. Particular attention will be given to articulation, accent, inflection, pace, and enunciation. This course should prove helpful to students for whom English is a second language.

English for New Canadians ENG 904

Tuesday, 7:00-10:00 o.m.
St. James Campus
60 hours
Fee: $50.00

Classes begin week of January 26.
Course Content: Designed for persons whose native language is not English, but who possess an ability in English equivalent to that acquired from a basic course in English-as-a-Second-Language. Each student will be tested to determine areas of need and an individual program in language skills will be prepared; emphasis on vocabulary building, correct usage of expressions, idioms, sentence building, reading skill, composition, pronunciation, inflection, accent and conversation.

Business English (Refresher) ENG 905

Thursday 7:00-10:00 p.m.
St. James Campus
60 hours
Fee: $50.00

Classes begin week of January 26.
Prerequisite: Grade 10 English or ENG 908.
Course Content: Designed for those who would like a refresher or those who have no formal training in the writing of business communication. It covers a great variety of letters, written from both the business firm's and consumer's point of view, including letters of application, claim, credit, inquiry, and sales; mechanics of the language, particularly as they arise in student writing; reports; resumes; and oral communication, consisting of interviews, telephone techniques, prepared talks, discussion and debate.

Grammar Fundamentals ENG 912

Tuesday, 7:00-10:00 p.m.
St. James Campus
60 hours
Fee: $50.00

Classes begin week of Janaury 26.
Course Content: Parts of speech, sentence analysis, the mechanics of language and the function of words in the sentence; and sentences in the paragraph; irregularities and idioms of the language; application of the laws of language to the student's own writing.

Mathematics MATH 530

Tuesday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $50.00

This course is designed to prepare the student for future studies at the post-secondary level in technical Mathematics; also suitable for electrical apprentices who require credit at the intermediate and advanced levels.
Course Content: Algebraic operations, factoring, linear and quadratic equations, trigonometry, solution of right angle and oblique triangles, logarithms and vectors.

Trade Mechanics MATH 610

Tuesday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $50.00

This course is designed for tradesmen, apprentices, and persons desiring a foundation in trade mechanics — basic and intermediate levels for most trades.
Course Content: Whole numbers, fractions, decimals and percentages applied to trade problems; square root calculations and the Pythagorean theorem; calculations involving circles, triangles, compound areas and volumes; manipulation of trade formulae.

Trade Mathematics MATH 630

Tuesday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $50.00

This course is designed for tradesmen, apprentices and persons desiring advanced study in trade mathematics - intermediate and advanced level for most trades.
Course Content: Manipulation of more complex trade formulae; mensuration; graphs, charts and trade estimating; ratio, proportion and variation; the slide rule.

Psychology - Introductory PSY 161

Wednesday, 7:00-10:00 p.m.
St. James Campus
60 hours
Fee: $50.00

Course Content: Concepts and theories of psychology: Learning, motivation, individual differences; application to practical issues in business and personal life, helping the student to understand himself and others.

Physchology - Advanced PSY 162

Wednesday, 7:00-10:00 p.m.
St. James Campus
60 hours
Fee: $50.00

This course, offered to students who have completed an introductory course in psychology, will examine the basic principles of social psychology, such as group dynamics, group behaviour, organizations, etc. These principles will be applied to issues in modern society and industry.

Astrology ASTR 900

Monday, 7:00-10:00 p.m.
Casa Loma Campus
40 hours
Fee: $35.00 (plus $15.00, the fee for writing the examination of the Institute of Astrological Studies)

Course Content: Elements of Astrology; origin and history of Astrology, signs, planets, houses and their relationships. Students would be examined at the end of the first year before continuing to the Intermediate level.
Intermediate and Advanced courses will be conducted in the Fall of 1976. Information on the requirements for Institute membership is available by telephoning 923-5019.

Department of Theatre Arts, Music and Dance

Theatre Arts

The Part-Time (Extension) courses described below are offered by the College in response to the widespread desire and need of people for participation in the dynamic and flourishing theatrical activities of Toronto. The courses provide the opportunity for serious study as well as for self-development and enjoyment.

Special Note

The course information given herein is the basic description.

The precise details of days-of-the-week, hours of the day, location, starting date, registration, etc. will be prepared in advance before the commencement of each term and an information flyer will be available in response to all enquiries.

For this, and other information, PLEASE TELEPHONE the College during normal office hours:
Coordinator of Theatre Arts, Music and Dance
967-1212, Local 334.

Acting for Beginners THEA 900

10 weeks
60 hours
Fee: $50.00

Acting - Intermediate Level THEA 901

10 weeks
60 hours
Fee: $50.00

Prerequisite: Successful completion of THEA 900 or equivalent training or experience.
THEA 900 and THEA 901 are intensive activity courses providing practical exploration and development of the actor's art through Improvisation and physical, vocal and mental techniques. Contact with professional teachers and coaches will focus on contemporary and traditional techniques found in the new wave of Canadian Theatre and Playwriting.

Practical Playwriting (Workshop) THEA 909

10 weeks
30 hours
Fee: $30.00

This course is run by the dramaturgy department of the Factory Theatre Lab, known throughout Canada for its work in developing Canadian Plays, and involves all aspects of playwriting for the professional theatre. Working with professional actors and directors, the student will be helped towards developing the script to a performance vehicle.

Theatre Arts for Social Occupations THEA 921

10 weeks
30 hours
Fee: $50.00

Theatrical activity and creative artistry will be learned and practised - speech, body language, pantomime, music, visual arts, group dramatics, etc. - for the development of artistic statements that may be used as "therapeutic play" by teachers, social workers, child-care workers, workers with the handicapped and the aged.

Acting and the Speaker (Basic) THEA 923A

10 weeks
25 hours
Fee: $50.00

Acting and the Speaker (Advanced) THEA 923B

10 weeks
25 hours
Fee: $50.00

These courses are designed to assist professional, non-professional and student actors, radio and TV broadcasters and performers, teachers, lawyers, public speakers, politicians and others who wish to improve their communication skills before audiences, in social and business groups and in their person-to-person relationshps.

Practical Theatre THEA 924

60 hours
Fee: $50.00

Involves project development and practical experience with a professional, performing company. Previous courses or acceptable experience are prerequisites.

Mask-Making for Theatre THEA 925

10 weeks
30 hours
Fee: $30.00

Students having some theatre experience or training will study design, construction techniques and the actual making of masks such as are used in major theatrical events.
Students wishing to keep their masks will be asked to pay $10.00 for materials.

Professional Actors' Master Class THEA 926

10 weeks
30 hours
Fee: $30.00

Sessions will be scheduled for Saturday mornings.
Persons having professional actor status, such as membership in Actors' Equity, will take part in extensive exploration of acting problems, expansion of acting skills and professional development.

Musical Comedy THEA 927

8 weeks
40 hours
Fee: $75.00

This course is designed for professionals, and others who have previous training or experiences in Acting or Dancing or Singing and wish to develop and further skills and artistry towards performance capability in musical comedy or small stage variety shows.

The Lois Smith School of Dance

In September 1975, The Lois Smith School of Dance became a program of The George Brown College. Miss Lois Smith will continue as Director of the School and will continue the artistic policy and standards and the training program and activities which have given The Lois Smith School a foremost position and reputation across Canada.

The Lois Smith School will continue operating in its studios at 81A Front Street East and will schedule classes as follows;

FALL TERM (10 weeks)
September 8th to November 16 incl.

WINTER TERM (10 weeks)
November 17th to February 10th, 1976, incl.
This includes a two week break at Christmas.

SPRING TERM (10 weeks)
February 12th to April 28th incl.
This includes a one week break at Easter.

SUMMER TERM (9 weeks)
April 29th to June 30th incl.

The Lois Smith School also offers Summer dance courses in Toronto during July and August for 9-13 year olds.

Students over 14 years old and currently working at Elementary level or higher may attend The Blue Mountain Summer School of Music and Dance near Collingwood, a School operated in July-August by The George Brown College of which The Lois Smith School forms an integral part.

Instruction is given in the following dance forms:

Ballet	National
Pointe	Jazz
Character	Benesh Dance Notation

Instruction is given to students at all levels, from beginners to advanced, with separate classes for junior, senior and adult students.

Details of the courses, fees and timetables may be obtained by writing to The College or direct to The Lois Smith School of Dance, 81A Front Street East, Toronto, or by telephoning The School at 363-9945.

Dance Courses

The following additional dance courses provide the opportunity for serious study of the current modes of the Dance as well as for enjoyment and self-development. Instruction is given by experienced, professional artists in unsurpassed studio facilities.

Dance Fundamentals THEA 905A

10 weeks
60 hours
Fee: $50.00

This course is designed for beginners and for those wishing to participate in meaningful exercise for personal enjoyment.

Ballet THEA 905C

10 weeks
60 hours
Fee: $50.00

Modern Dance THEA 905D

10 weeks
60 hours
Fee: $50.00

Modern Jazz Dance THEA 905E

10 weeks
60 hours
Fee: $50.00

Ballet, Modern Dance and Modern Jazz Dance instruction is given at beginner and intermediate levels.

Advanced Modern Dance THEA 915

10 weeks
30 hours
Fee: $50.00

This course is for advanced students and professionals and will feature a leading teacher and artist. Further details by special announcement.

Music Courses

The Director of the Orchestral Program is the distinguished Dr. Boyd Neel, formerly Dean of Music at the University of Toronto.

The faculty is composed of some of Canada's most accomplished Instrumentalists who have demonstrated ability to achieve exceptional results with students at all levels.

The courses are designed to complement existing programs at Secondary and Post-Secondary levels. Emphasis is on training students to perform together while receiving individual assistance.

Ensembles include a training orchestra, chamber orchestra, and a full range of wood-wind, string, brass and vocal ensembles.

All courses are offered In FALL, WINTER and SPRING terms. The SUMMER term takes the form of a specially designed SUMMER SCHOOL OF MUSIC, normally outside Toronto.

Days of the week and hours of sessions are arranged between instructors and students to suit their mutual convenience.

FOR FURTHER INFORMATION on the courses, locations, starting dates, day and hours, registration etc.

PLEASE WRITE OR TELEPHONE —
The George Brown College
Music Department
P.O. Box 1015, Station B
Toronto, Ontario M5T 2T9

(416) 967-1212 Ext. 738 - 739

Instrumental

Instrumental/Ensemble — Woodwinds, strings, brass, keyboard. MU 925

10 weeks
25 hours
Fee: $120.00

Participation and coaching In ensembles and individual assistance on major instrument.

Instrumental Group Instruction MU 944

10 weeks
15 hours
Fee: $45.00

Four to six students studying the same instrument will receive instruction as a group.

Ensemble Course — woodwinds, strings, brass and keyboard MU 929

10 weeks
15 hours
Fee: $45.00

Participation and coaching in ensembles composed of various combinations of woodwinds, strings, brass and keyboard.

Music Theory MU 940

10 weeks
20 hours
Fee: $60.00

Students having basic music-reading skills will study the rudiments of music theory. This course will include ear-training and keyboard harmony where applicable.

Harmony MU 941

10 weeks
20 hours
Fee: $60.00

Students having completed MU 940 or equivalent, will study instrumental and vocal 4-part writing, voice leading, cadences, with a significant porton of eartraining.

Orchestration and Arranging MU 942

10 weeks
20 hours
Fee: $60.00

Students having completed MU 941, or equivalent will study the techniques of orchestration and arranging for various instrumental and vocal ensembles.

Combination Instrumental (Major and Minor) and Music Theory MU 943

10 weeks
30 hours
Fee: $120.00

Students having basic instrumental competence will study a combination of major instrument and part-time minor instrument and theory. The part-time minor may be extra attention applied to the major or participation with the orchestra.

Note: The above courses can also include instruction in guitar, harpsichord, accordion and recorder where enrolment warrants.

Orchestral Courses

The courses in this section are under the direction of Dr. Boyd Neel and staff. Acceptance in these courses is subject to audition.

By arrangement with the Faculty of Music, University of Toronto, eligible students in the orchestral courses are welcome to rehearse with the Repertory Orchestra on Fridays from 4:00 to 6:00 p.m. in Room 119, Edward Johnson Building.

For those eligible students who are unable to rehearse with the Repertory Orchestra, arrangements have been made for them to rehearse with the Mississauga Symphony Orchestra at Erindale College, 8:00 to 10:00 p.m. Tuesday evening. Please enquire for transportation assistance.

Instrumental/Orchestra MU 936

10 weeks
30 hours
Fee: $90.00

Students of instruments suitable for a concert orchestra will receive 10 hours of instrumental instruction plus 20 hours with the orchestra. A chamber orchestra and/or large wind ensemble will be formed to accommodate students not eligible for the concert orchestras when sufficient students are enrolled.

Orchestral MU 938

10 weeks
20 hours
Fee: $25.00

Students having suitable Instrumental competence will recieve 20 hours of instructional participation with the concert orchestra. A chamber orchestra and/or large wind ensemble will be formed to accommodate students not eligible for the concert orchestras when sufficient students are enrolled.

Conducting MU 939

10 weeks
30 hours
Fee: $90.00

Students with suitable musical background will receive instruction on theory, practise, techniques and basic patterns related to orchestral conducting.

Popular Keyboard

The following courses are designed for those who wish to be able to play popular music on the piano. Students learn on pianos specially designed for group instruction.

Popular Keyboard (Beginning Basic) MU 910

10 weeks
20 hours
Fee: $60.00

Keys, major scale, treble and bass clefts, flats, sharps, triads, note values, counting, rhythm.

Popular Keyboard (Intermediate) MU 911

10 weeks
20 hours
Fee: $60.00

Continuation from MU 910: chord variations, key signatures, inversions, minor scales, rhythm, accompaniment.

Popular Keyboard (Advanced) MU 912

10 weeks
20 hours
Fee: $60.00

Continuation from MU 911: chord inversions, ninth chord structures and voicings, full right hand, transposing, advanced accompaniment techniques.

APPLIED ARTS

Applied Arts

Addiction Counsellor
Diploma Programme

This programme is offered on a part-time basis only to people who are employed by an agency or institution providing services to clients who are having problems related to their use of alcohol and/or other drugs. Applicants not qualifying for the Diploma may enrol for individual subjects.

For further information contact Mr. Jack de Boer, Addiction Counsellor Programme, 967-1212 Local 634.

Child Care Worker
Diploma Programme

This programme is offered on a part-time basis to men and women working full-time with emotionally disturbed children or troubled adolescents.

For further information contact the Chairman, Applied arts Division, 967-1212 Local 672.

Creating Together for Parents
and Pre-school Children

This course will be offered at several community locations.

For details regarding age groups and class times contact Linda Williamson, 967-1212 Local 658.

ARCHITECTURAL TECHNOLOGY

ARCHITECTURAL TECHNOLOGY

Architecture

Plumbing Qualification PLUM 902

Tuesday and Thursday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $50.00

Course Content: A refresher course in general plumbing theory and code (Provincial) for those required to write the Ontario Certificate of Qualification examination.

Plumbing Design and Installation PLUM 904

Tuesday and Thursday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $50.00

Prerequisite: Journeyman's license or Ontario Certificate of Qualification.
Preparation for Master Plumber standing.
Course Content: Review of legislation relevant to the construction industry; examination, discussion and interpretation of the Ontario Plumbing Code; Mathematics and Physics are necessary to understand design problems, discounts, overhead and profit applications.

Air Conditioning Residential and Small Commercial AIR 905

Monday and Wednesday,
7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $50.00

Prerequisite: Employment in the heating or air conditioning industry as journeymen or equivalent.
Selection, installation and service of mechanical air cooled air conditioning equipment to five tons capacity.
Course Content: Refrigeration definitions, cycle compressors, condensers, evaporators, tubing and connections, safety, instruments, electric motors, electrical applied to refrigeration motors, electrical circuits, certified equipment, predicting and controlling sound levels, winter operaton, selection of equipment, estimating, installation start-up, air problems and measurement, and service analysis.

Appliance Servicing — Part I (Electrical Fundamentals and Small Appliances) AP 903

Tuesday and Thursday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $50.00

Prerequisite: Grade 10 or satisfactory equivalent.
Course Content: Nature of electricity, basic electrical quantities, Ohm's Law and its application, electrical circuits, magnetism and electromagnetism, electrical circuitry and fault finding, motors, power and heating effects, electrical measuring instruments, various switching devices, theory and repair of small appliances, ranges.

Appliance Servicing — Part II (Domestic refrigeration) AP 904

Monday and Wednesday,
7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $50.00

Prerequisite: Grade 10 or equivalent.
Course Content: Fundamentals, compression system of refrigeration, refrigerants, liquid feed devices, evaporators, compressors, condensers, electric motor controls, defrosting methods, food preservaton, evaluating and charging, conditioners, circuit tracing, fault finding, service and analysis.

Refrigeration — Part I REF 900
(Basic)

Tuesday and Thursday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $50.00

Prerequisite: Employment in the refrigeration industry or some allied trade.
Course Content: Refrigeration fundamentals and principles, compression system of refrigeration, properties of refrigerants, metering devices, expansion valves, evaporators, condensers, compressors, flow equipment, electric controls and control valves, lubrication, servicing (charging and evacuation), trouble shooting problems, shop demonstrations of silver brazing.

Refrigeration — Part II REF 901
(Intermediate)

Tuesday and Thursday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $50.00

Prerequisite: Successful completion of REF 900 or equivalent experience.
Course Content: Review of fundamentals, defrosting methods, compressor drives, instruments and meters, piping and refrigerant lines, pressure drops, heat calculations, refrigerated enclosures, survey of refrigeration applications, humidity in refrigeration, cooling load calculations, secondary refrigerants, liquid cooling, absorption systems, codes and by-laws, safety precautions.

Gas Fitter I HT 902

Tuesday and Thursday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $50.00

Prerequisite: Applicants should have a full Gas Fitter II Licence and be employed in the industry. They will write an examination for the Gas Fitter I Licence.
Course Content: Fundamentals of combustion control, flame detection devices, firing systems, firing sequences and programs, logic diagrams, combustion controls, non-programming and programming, gas fired conversion burners and boilers, boiler classification and terminology, input calculations burner installations, fuel gas analysis and boiler efficiency, types of conversion burners and package boilers, schematic wiring diagrams, commercial hot water heaters, hot water heating units, systems, miscellaneous equipment, multiple hot water heating units, infra-red burners, make-up heaters and gas-fired air conditioning.

Oil Burner III HT 905

Tuesday, 7:00-10:00 p.m.
Casa Loma Campus
30 hours
Fee: $30.00

Prerequisite: Grade 10 or working with associated trades.
Approximately 40% theory and 60% shop; designed to prepare students to write examinations for Oil Burner Servicing Licence Class III.
Course Content: Types of domestic burners, parts of burners, filters, purposes of controls, settings for basic controls, fuel line problems, safety precautions, public relations, procedure for annual conditioning.

Oil Burner II HT 906

Monday and Wednesday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $50.00

Prerequisite: HT 905 or satisfactory experience.
Approximately 60% theory and 40% shop; designed to prepare students to write the examination for Oil Burner Servicing Licence Class II.
Course Content: Theory of combustion, types of burners, fuel units, transformers, combustion chambers, nozzles, tank installations, controls, heating systems, wiring diagrams, service procedures, regulations, public relations.

Gas Fitter II HT 907

Tuesday and Thursday, 7:00-10:00 p.m.
Casa Loma Campus
90 hours
Fee: $70.00

This course is designed for persons presently engaged in the heating or appliance field, who wish to obtain the necessary knowledge to write the Energy Branch, Gas Fitter II examination for the Gas Fitter II Licence.
Course Content: Properties of natural gas, fundamentals of combustion, gas piping, venting, appliance requirements, fundamentals of gas controls, conversion burners, commercial and industrial utilization, service problems, shop work.

Architectural Drafting — DR 900
Part I

Monday and Wednesday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $50.00

Course Content: Drafting equipment and procedure, Canadian symbols and conventions, foundation and floor plans for various types of construction, site plans, typical wall section, window details, door details, stair details, fireplace and chimney details, simple structural steel and reinforced concrete details, freehand sketches.

Architectural Drafting — DR 901
Part II

Monday and Wednesday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $50.00

Prerequisite: Successful completion of Part I, employment in architectural drafting at the junior level, or graduation at the grade 12 level in architectural drafting.
Course Content: Planning drawing layout; presentation drawing in the form of rendered plan and elevation; drawing plans, elevations, full sections, details and structural drawings of commercial or industrial buildings.

Blueprint Reading For The DR 931
Construction Trades

Tuesday and Thursday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $50.00

Credit toward AR DR 10/20.
Intended for those working in all branches of the building trades and serves as a foundation for further study.
Course Content: Orthographic projection, dimensions, pictorial drawing, drawing to scale, symbols and conventions, standard construction, plan study, construction details, plan reading and interpretation.

ers, required CGA valve train assem-

Blueprint Reading and CO 910
Estimating

Tuesday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $50.00
March 2/76

Of particular interest to personnel employed by the local government building departments who are involved in Residential Rehabilitation assistance and Neighbourhood Improvement programs.
Course Content: Reading architectural, structural, mechanical and electrical drawings for residential construction with particular reference to symbols, conventions and dimensioning required for quantity take off and preparation of estimates; method of measurement of work required in reconstruction, alteration and rehabilitation of residential properties; analysis of prices of various trades including excavation, masonry, carpentry, finishings, roofing, plumbing.

Blueprint Reading for ENDR 951
Ironworkers — Part 2

Monday, 7:00-10:00 p.m.
Casa Loma Campus
30 hours
Fee: $30.00

Prerequisite: ENDR 950 Blueprint Reading Part 1 or equivalent.
A study of blueprints involving; structural scales, symbols and conventional practices, detail prints and dimensioning, shop notes, assembly drawings and bills of material. Current practices and the interpretation of recent structural prints.

Process Piping Design
Upgrading Courses For Designers

This is a series of six short courses suitable for Process Pipe designers who may be involved in special technical areas. The courses are designed to help senior piping draftsmen and designers upgrade their knowledge in these specific areas. The courses may be taken singly or in various combinations over a period of time. The courses available in this series are:

ENDR 931 Piping Standards and Codes — Part I
ENDR 937 Piping Standards and Codes — Part II
ENDR 932 Pipe Design and Calculation
ENDR 933 Pipe Stress Analysis and Flexibility
ENDR 934 Pipe Hangers, Supports and Guides
ENDR 935 Process and Energy Systems
ENDR 936 Foundations, Structures and Platforms

The following courses from this series will be available during the period of January to March 1976.

Process Piping Drafting — Part I A.T.E.C. Program (Approved) ENDR 903

Wednesday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $50.00

Prerequisite: Basic knowledge of mechanical drafting, ENDR 901 or equivalent.
The purpose of the course is to introduce to the draftsman the specialized techniques of process piping drawing.
Course Content: Introduction to orthographic and pictorial piping drawing using single and double line representation, including piping symbols, fittings, valves, piping standards and classifications, schematics and flow diagrams., Materials, fabrication and simplified piping layout.

Pipe Hangers, Supports and Guides ENDR 934

Monday, 7:00-10:00 p.m.
Casa Loma Campus
30 hours
Fee: $30.00

Course Content: Types of commonly used hangers and their applications. Calculation of hanger weights. The design and use of conventional anchors, guides, and sway braces.

Process and Energy Systems ENDR 935

Monday, 7:00-10:00 p.m.
Casa Loma Campus
30 hours
Fee: $30.00

Course Content: A study of the basic processes employed in various types of processing plants, power generation plants and the utility and service systems.

Foundations, Structures and Platforms ENDR 936

Monday, 7:00-10:00 p.m.
Casa Loma Campus
30 hours
Fee: $30.00

Course Content: Design considerations involved in access platforms, stairways, vessel supports, and pipe racks. The design and conventional practices used for concrete pedestals, foundation blocks, and drain channels.

ATHLETICS & RECREATION

Athletics/Recreation

Applied Underwater Science AUS 800

Wednesdays or Thursdays, 7:00-10:30 p.m.
Casa Loma Campus
52½ hours
Fee: $45.00

Locations: Wed. 186 Beverly Street (Central)
Thurs. Eastern Commerce High (East End)
Course Content: This course is open to anyone with the ability to swim. Covers all aspects of snorkeling and scuba and leads to certification. Open water dives and trips south. All equipment is supplied.

General Fitness FIT 800

Monday and Thursday, 7:30-9:00 p.m.
Casa Loma Campus
18 hours
Fee: $25.00

Course Content: This course is designed to improve your fitness level in all areas. Two fitness tests are to be administered. The first test is essential in evaluating the individual's initial fitness or physical level. The exercise program is then designed according to the test results, working specifically on the areas that need developing. Group size may range from 6 - 12 people and is led by an instructor. After the six-week program, there is the retest, which is important in determining the improvement made.

Ski Conditioning SKI 800

Monday and Thursday, 7:30-9:00 p.m.
Casa Loma Campus
18 hours
Fee: $25.00

Course Content: A conditioning program for downhill and cross country skiers. A physical fitness test is given and fitness program designed.

Yoga YOGA 800

Wednesday, 7:00-9:00 p.m.
Casa Loma Campus
24 hours
Fee: $20.00

Starting date: January 6.
Course Content: Designed to qualify students to teach hatha yoga, pranayama breathing exercises, relaxation therapy, and meditation.

Tennis (Beginners) TENN 800

Friday, 5:00-7:00 p.m.
Casa Loma Campus
16 hours
Fee: $25.00

Course Content: Learn the art of playing tennis. A beginning game of tennis requires skill in four basic strokes — forehand, backhand, volley, serve — plus footwork.

Tennis (Advanced) TENN 801

Friday, 7:00-9:00 p.m.
Casa Loma Campus
16 hours
Fee: $30.00

Course Content: Advance your knowledge and skills in tennis, with special attention given to forearm, backhand and serving plus tennis strategy.

Indoor Gardening GARD 800

Wednesday or Thursday 7:00-9:00 p.m.
Casa Loma Campus
20 hours
Fee: $20.00

How to purchase and care for house plants. Plant identification and care, soils, fertilizers, propagation, insects and plant diseases, terrariums, growing plants under lights.

BUSINESS & COMMERCE

BUSINESS & COMMERCE

Business and Commerce

Business and Commerce

The Business and Commerce Division is offering a number of Part Time Certificate Programs.

These Programs comprise a number of compulsory subjects as well as one or more electives. The following pages feature outlines of the various programs. Course descriptions can be found under the subject area. i.e. ACC under ACCOUNTING or E.D.P. under ELECTRONIC DATA PROCESSING.

NOTE: Register for Part Time Programs or Courses at Teraulay Campus only.

Certificate Programs are available in:

1. **Accounting**
2. **Advertising**
3. **Business Management**
4. **Court Reporting**
5. **Data Processing**
6. **Legal Office Procedures**
7. **Records Management**
8. **Secretarial Practice**

Part Time Certificate Program in Accounting

This program is designed for persons who wish to acquire a thorough knowledge of the main aspects and facets of accounting. It will be of particular interest to those who are already working in junior positions in that field. However, the program is also valuable to all persons interested in a general career in business administration.

Entrance requirement for this program is either a Secondary School Graduation Diploma, or equivalent standing. Applicants with a lower level of formal education will be considered if they have had related business experience.

Students are expected to complete the program within a maximum of 3 years.

Credits for program subjects taken at other community colleges or similar institutions can be applied for.

6 Courses: 4 compulsory, 2 elective

Compulsory for Accounting

ACC 100	Introduction to Accounting
ACC 102	Accounting II
ACC 202	Cost Accounting I
†MATH 214	Statistics I

Electives for Accounting

BUS 900-A	Business Management I
BUS 900-B	Business Management II
†*ENG 201	English and The Business World
†AS 907	Business Law
ACC 205	Auditing and Taxation
EDP 900	Introduction to E.D.P.

Any other E.D.P. Course.

* *"English and the Business World" is a compulsory subject for all students whose native language is not English.*

† *Course details appear in Academic Division.*

Accounting
6 Subjects, 4 compulsory, 2 elective

Compulsory Subjects	Sept. 1975	Jan. 1976	Mar. 1976	Sept. 1976	Jan. 1977
ACC 100	•	•		•	•
ACC 102	•	•		•	•
ACC 202	•		•	•	
MATH 214	•		•	•	
Elective Subjects					
BUS 900-A	•	•		•	•
BUS 900-B	•	•		•	•
ENG 201	•	•	•	•	•
AS 907	•		•	•	
ACC 205	•				
EDP 900	•	•		•	•

Part Time Certificate Course in Advertising

The program is designed to develop potential advertising managers and persons presently employed in junior advertising of Canadian business.

Entrance requirement for this program is either a Secondary School Graduation Diploma, or equivalent standing. Applicants with a lower level of formal education will be considered if they have had related business experience.

Students are expected to complete the program within a maximum of 3 years.

Credits for program subjects taken at other community colleges or similar institutions can be applied for.

6 Courses: 3 compulsory, 3 elective

Compulsory for Advertising

BC 911	Principles of Advertising
MARK 100	Marketing
BC 910	Advertising Management

Electives for Advertising

MARK 202	Marketing Research and Information Systems
MARK 205	Marketing Management I
MARK 206	Marketing Management (strategies)
†ENG 201	English and The Business World
BUS 900-A	Business Management I
BUS 900-B	Business Management II
ACC 100	Accounting I
BUS 101	Human Relations
BUS 211	Human Resources Management

* *"English and the Business World" is a compulsory subject for all students whose native language is not English.*

† *Course details appear in Academic Division.*

Advertising
6 Subjects, 3 compulsory, 3 elective

Compulsory Subjects	Sept. 1975	Jan. 1976	Mar. 1976	Sept. 1976	Jan. 1977
BC 911	•	•		•	•
MARK 100	•	•		•	•
BC 910	•		•	•	
Elective Subjects					
MARK 202	•		•	•	
MARK 205	•		•	•	
MARK 206	•	•		•	•
ENG 201	•	•	•	•	•
BUS 900-A	•	•		•	•
BUS 900-B	•	•		•	•
ACC 100	•	•		•	•
BUS 101	•		•	•	
BUS 211	•	•		•	•

Part Time Certificate Program in Business Management

The prime purpose of this program is to develop potential managers and persons presently employed in junior managerial positions of Canadian businesses.

Entrance requirements for this program is either a Secondary School Graduation Diploma, or equivalent standing. Applicants with a lower level of formal education will be considered if they have had related business experience.

Students are expected to complete the program within a maximum of 3 years.

Credits for program subjects taken at other community colleges or similar institutions can be applied for.

6 Courses: 4 compulsory, 2 electives

Compulsory for Business Management

BUS 900-A	Business Management I
BUS 900-B	Business Management II
MARK 100	Marketing
ACC 100	Accounting I

Elective for Business Management

EDP 900	Introduction to Data Processing
ACC 202	Accounting II
ACC 202	Cost Accounting I
†*ENG 201	English and The Business World
†MATH 214	Statistics I
AS 907	Business Law
†LAW 202	Procedural Law
PHD 100	Introduction to Physical Distribution Systems
BUS 101	Human Relations
BUS 211	Human Resources Management

* *"English and the Business World" is a compulsory subject for all students whose native language is not English.*
† *Course details appear in Academic Division.*

Business Management
6 Subjects, 4 compulsory, 2 elective

Compulsory Subjects	Sept. 1975	Jan. 1976	Mar. 1976	Sept. 1976	Jan. 1977
BUS 900-A	•	•		•	•
BUS 900-B	•		•	•	
MARK 100	•	•		•	•
ACC 100	•	•		•	•
Elective Subjects					
EDP 900	•	•		•	•
ACC 102	•	•		•	•
ACC 202	•		•	•	
ENG 201	•	•	•	•	•
MATH 214	•	•	•	•	•
AS 907	•		•	•	
LAW 202	•		•	•	
PHD 100	•	•	•	•	•
BUS 101	•		•	•	
BUS 211	•	•		•	•

Part Time Certificate in Court Reporting

This program will prepare students for employment in the court reporting field and will enable them to write the CHARTERED SHORTHAND REPORTERS' ASSOCIATION examinations.

Entrance requirement for this program is either a Secondary School Graduation Diploma, or equivalent standing. Applicants with a lower level of formal education will be considered if they have had related business experience.

Students are expected to complete the program within a maximum of 3 years.

Credits for program subjects taken at other community colleges or similar institutions can be applied for.

8 Subjects: all compulsory

TYP 905	Advanced Typing (Speed objective 60 w.p.m.)
SHM 900	Machine Shorthand (Theory)
*SHM 901	Machine Shorthand (Speed)
SH 901	Shorthand Advanced Speed Level (Entrance Requirement of 120 w.p.m.)
BUS 308	Court Procedures
†ENG 301	English and The Legal World (to include Terminology)
†ANAT 100	Medical Terminology I
†ANAT 101	Medical Terminology II

** Can be waived if student attained 100 w.p.m. in SHM 900.*

† Course details appear in Academic Division.

Court Reporting
all subjects are compulsory

Compulsory Subjects	Sept. 1975	Jan. 1976	Mar. 1976	S t. 1 6	Jan. 1977
TYP 905	•	•	•	•	•
SHM 900	•			•	
SHM901	•	•	•	•	•
SH 901	•			•	
BUS 308	•	•		•	•
ENG 301	•		•	•	
ANAT 100	•	•	•	•	•
ANAT 101	•	•	•	•	•

Part Time Certificate in Data Processing

The George Brown College Certificate in Data Processing is granted upon completion of 10 of the 12 courses outlined on the following pages.

Most of the courses are designed to be of particular interest to people presently working in E.D.P.

Possession of the certificate denotes a degree of expertise sufficient for any position in a typical user data processing department.

EDP 900	Introduction to Data Processing
EDP 102	Cobol I
EDP 102	IBM/370 Assembler II
EDP 103	Programming I
EDP 200	Cobol II
EDP 202	Systems Analysis I
EDP 204	Advanced Programming
EDP 205	IBM/370 Assembler II
EDP 206	Systems Analysis II
EDP 916	Advanced E.D.P. Topics
EDP 915	On-Line Computing Systems
EDP 912	Accounting in an EDP Environment
EDP 914	Data Processing Mathematics

Students are expected to complete the program within 4 years.

Data Processing
10 out of 12 courses required

Subjects	Sept. 1975	Jan. 1976	Mar. 1976	Sept. 1976	Jan. 1977	Prerequisite
EDP 900	•	•		•	•	NONE
EDP 101	•	•	•	•	•	EDP 900
EDP 102	•	•	•	•	•	EDP 900
EDP 103	•		•	•		EDP 900
EDP 200	•	•	•	•	•	EDP 101
EDP 202	•		•	•		EDP 900
EDP 204		•				EDP 200
EDP 205	•			•	•	EDP 102
EDP 206		•			•	EDP 202
EDP 916	•		•	•		EDP 204, 205, or 206
EDP 915	•	•		•	•	EDP 206
EDP 912	•		•	•		EDP 900
EDP 914	•		•	•		EDP 900

Part Time Certificate Program in Legal Office Procedures

This program will provide successful graduates with the necessary skills and knowledge for entry into stenographic/secretarial positions usually found in legal offices.

Entrance requirement for this program is either a Secondary School Graduation Diploma, or equivalent standing. Applicants with a lower level of formal education will be considered if they have had related business experience.

Students are expected to complete the program within a maximum of 3 years.

Credits for program subjects taken at other community colleges or similar institutions can be applied for.

6 Courses: 5 compulsory, 1 elective

Compulsory Courses

TYP 905	Advanced Typing
SHP 900	Pitman Shorthand I
	OR
SHF 900	Forkner Shorthand I
*SHP 901	Pitman Shorthand II
	OR
*SHF 901	Forkner Shorthand II
OP 203	Legal Office Practice
†ENG 201	English and The Business World

Elective Course — One of the Following

†AS 907	Business Law
†LAW 202	Procedural Law
†ENG 301	English and The Legal World
DIC 505	Dictaphone
BOK 552	Bookkeeping

* *"English and the Business World" is a compulsory subject for all students whose native language is not English.*

** *Can be waived if student attained 100 w.p.m. in SHP 100 or SHF 100.*

† *Course details appear in Academic Division.*

Legal Office Procedures
6 Subjects, 5 compulsory, 1 elective

Compulsory Subjects	Sept. 1975	Jan. 1976	Mar. 1976	Sept. 1976	Jan. 1977
TYP 905	•	•	•	•	•
SHP 900	•			•	
or					
SHF 900	•			•	
SHP 901	•	•	•	•	•
or					
SHF 901	•	•	•	•	•
ENG 201	•	•	•	•	•
OP 203	•			•	
Elective Subjects					
AS 907	•		•	•	
LAW 202	•		•	•	
DIC 505	•	•	•	•	•
BOK 552	•	•	•	•	•
ENG301		•			•

Part Time Certificate Course Program in Records Management

This program may be of interest to all people who are presently involved in the managment of business communications, EDP records, files, forms and reports, records system and procedures, retention, protection and disposal of vital records.

Persons aspiring to Management positions in these areas should find that this program is particularly helpful.

At present the program consists of the compulsory courses listed below.

RM 900
RM 901
RM 902
MICRO 900

Future additions (compulsory and/or electives are under consideration).

All courses will be offered in January and April 1976.

Part Time Certificate in Secretarial Practice

This program will appeal to applicants who wish to embark on a career in the stenographic/secretarial field as well as those who wish to refresh old skills in order to return to office positions.

Entrance requirements for this program is either a Secondary School Graduation Diploma, or equivalent standing. Applicants with a lower level of formal education will be considered if they have had related business experience.

Students are expected to complete the program within a maximum of 3 years.

Credits for program subjects taken at other community colleges or similar institutions can be applied for.

6 Courses: 5 compulsory, 1 elective

Compulsory Courses

TYP 905	Advanced Typing
**SHP 900	Pitman Shorthand I
	OR
**SHF 900	Forkner Shorthand I
SHP 901	Pitman Shorthand II
	OR
SHF 901	Forkner Shorthand II
OP 101A-B	Typing and Office Practice Parts I & ii
*†ENG 201	English and the Business World

Elective Course — One of the Following

†AS 907	Business Law
BM 905	Dictaphone
EDP 900	Introduction to Data Processing
MARK 100	Marketing
BOK 552	Bookkeeping

* *"English and the Business World" is a compulsory subject for all students whose native language is not English.*

** *Can be waived if student attained 100 w.p.m. in SHP 100 of SHF 100.*

† *Course details appear in Academic Division.*

Secretarial Practice
6 Subjects, 5 compulsory, 1 elective

Compulsory Subjects	Sept. 1975	Jan. 1976	Mar. 1976	Sept. 1976	Jan. 1977
TYP 905	•	•	•	•	•
SHP 900	•			•	
or					
SHF 900	•			•	
OP 101-A	•	•		•	•
plus					
OP 101-B	•	•		•	•
ENG 201	•	•		•	•
SHP 901	•	•	•	•	•
or					
SHF 901	•	•	•	•	•
Elective Subjects					
AS 907	•		•	•	
BM 905	•	•	•	•	•
EDP 900		•			•
MARK 100	•	•		•	•
BOK 552	•	•	•	•	•

Accounting and Bookkeeping

Accounting I ACC100

Tuesday, 6:30-9:30 p.m.
St. James Campus
45 hours
Fee: $40.00

Course Content: Fundamental principles of accounting; the entire bookkeeping cycle, including journal, posting, preparation of trial balance, adjusting and closing entries and preparation of a post-closing trial balance; controlling accounts and specialized journals; a detailed study of accounts receivable, inventory valuation, fixed assets and depreciation, natural resources and depletion; the voucher system; notes and interest; payroll accounting.

NOTE: Students enrolled in the certificate program must attain a "B" standing in order to proceed further.

Accounting II ACC 102

Wednesday, 6:30-9:30 p.m.
St. James Campus
45 hours
Fee: $40.00

Course Content: Partnerships: formation, division of profits, admission of new partner, goodwill and revaluation of assets, dissolution and liquidation; limited companies; organization and operation, share capital transactions, retained earnings, dividends and reserves, extraordinary gains and losses; bonds payable and sinking funds; investments; departmentalization and control; manufacturing accounting.

Bookkeeping Machines Business Machines Keypunch and Verifier

Data Processing — Keypunch and Verifier EDP 970

Monday and Wednesday or Tuesday and Thursday, St. James Campus 100 hours Fee: $100.00

Prerequisite: Grade 10 plus 35 w.p.m. in typing. In lieu of a Grade 10 a pass mark in the Keypunch aptitude test is acceptable. Foreign students are also subject to an English test.
This course will bring the student to a high standard of accurate speed and machine familiarity so that the operator will be able to produce an acceptable quantity of high quality work on the IBM Keypunch and Verifier.
Course Content: 20 taped lessons prepared by IBM for Keypunch Models 029, 129, 3742, plus 1701, 1710 Univac Verifier punch and Verifying Interpreting punch. Also N.C.R. Key to Tape Encoder; the operation and names of the various parts of the machines.
NOTE: Refresher course available subject to test.
This course is offered on a continuous intake basis and there is a waiting list.

Business Management

Principles of Advertising BC 911

Monday and Wednesday, 6:30-9:30 p.m. St. James Campus 25 hours Fee: $75.00

This is a basic "hands-on" course designed for people whose work includes the planning, preparing and execution of advertising materials. Assignments will relate to the student's company where possible.
Course Content: Advertising and the Marketing Mix; the Target Audience; Creative Strategies; Media — objectives, strategies, comparative analysis; Print Production — copy layouts and mechanical art; Broadcast Production — scripts and storyboards; Research — problem definition, methods; Regulations and Legal Constraints.
Instructional methods include audio-visual presentations, handouts, discussion groups and lectures.
This course is offered in co-operation with "THE ADVERTISING AND SALES CLUB OF TORONTO"; and the club will award a Certificate to those who attend at least 8 out of 10 classes.

Advertising Management BC 910

Wednesday, 6:30-9:30 p.m. St. James Campus 45 hours Fee: $40.00

Prerequisite: BC 900 and MARK 100, or a minimum of 3-years' related experience.
Graduates of this course will be able to write a formal Advertising Recommendation with detailed objectives and strategies, which relates logically to the marketing environment and marketing mix of the advertiser. Additional topics include advertising regulations and an analysis of socio-economic criticisms of advertising.
Instructional methods include lectures, readings and discussions, with emphasis on case study method (cases must be prepared outside of class). The major assignment will be the preparation of the formal Advertising Recommendation which, where possible, will apply to the student's employer organization.

Human Resources Management BUS 211

Thursday, 7:00-10:00 p.m. St. James Campus 45 hours Fee: $40.00

This is a course designed to develop a student's skills in such areas as Communications, motivation, organizational skills, self-initiative, basic management techniques. The course attempts to simulate as much as possible a real business environment.

Court Procedures BUS 308

Wednesday, 7:00-10:00 p.m. St. James Campus 45 hours Fee: $40.00

The purpose of this course is to familiarize the student with the duties performed by a court reporter and the manner in which a court functions.

Business Management I BUS 900-A

Tuesday, 6:30-9:30 p.m. St. James Campus 45 hours Fee: $40.00

First of a two-part course for people in junior of middle management positions. Compulsory subject for the Business Management Certificate (Part-time).
Course Content: Background; orientation, definition of a manager, importance of the environment. Business in Canada; an overview, nature and importance of business history, corporate structures, participation in planning a company. Principles; decision making and policy formulation, organizing and staffing, planning and controlling, communication and directing. Management; qualifications, senior management, first line management, middle management.
Case studies for each major topic.

Women in Business BUS 903

Tuesday, 7:00-10:00 p.m. St. James Campus 30 hours Fee: $30.00

A practical and positive introduction to management development for women; this course will help you start your own business or move up the management ladder.
Course Content: Room at the top; self analysis and career planning, resume, business letter writing. The myths; recognizing and overcoming the discrimination against females in the management structure. The law and the business community. Accounting; bookkeeping records, one write systems, reading and analysis of a financial statement. Managing time; effective controls for profitability. Family property law; a discussion of wife's property rights, government regulations. Banking system. Budgets; financial forecasting, credit and collections. Purchasing and inventory control. Marketing and merchandising; techniques, sales forecasting, sales analysis. Public relations and advertising.
There will be a number of prominent guest speakers. Each major topic will be supplemented by film.
General Liability Insurance — PPO policy wording in detail, packages, Workmen's Compensation, Employer's Liability, voluntary Compensation, various types of general liability policies, moral and physical hazards, surveys and underwriting, certain liability problems in detail, claims.

Procedural Law LAW 202

Thursday, 6:00-9:00 p.m. St. James Campus 45 hours Fee: $40.00

Practice and procedure before the various courts in Ontario. Rules of court and pleadings. Rules of evidence. Court officials and procedures in court offices and registries and in other registries. The role of the lawyer with respect to the courts, to other lawyers, and to the clients.

Marketing MARK 100

Wednesday, 7:00-10:00 p.m. St. James Campus 45 hours Fee: $40.00

Prerequisite: Grade 12 or equivalent.
Course Content: Introduction to basic marketing concepts and practices as related to the consumer; marketing terminology, controllable and non-controllable variables, target market identification by demographic and geographic segmentation.
Compulsory Subject for Certificate in Advertising.

Marketing Management II MARK 206

Tuesday, 6:30-9:30 p.m. St. James Campus 45 hours Fee: $40.00

Prerequisite: MARK 205.
This course provides an intensive survey of management decisions related to marketing planning and strategy, buyer behaviour, distribution and promotional strategies. The study of realistic company cases will provide the student with a deeper understanding of business problems in these areas.

Introduction to Physical Distribution Systems PHD 100

Tuesday, 6:30-9:30 p.m. St. James Campus 45 hours Fee: $40.00

A survey course dealing with the actual movement of products, from the producer to the customer. Areas involved include communication, order processing, inventory control, material handling, warehouses and warehousing, location analysis, protective packaging and traffic management.

Introduction to Records Management RM I RM 900

Wednesday, 6:00-9:00 p.m.
St. James Campus
45 hours
Fee: $40.00

Course Content: This basic course is designed to introduce the student to the broad range of subjects covered by Records Management. Lectures, syndicate exercises and discussions will help to define problem areas, possible solutions and benefits that can be gained by better control of all records. Emphasis is on training the student for supervised work.

Advanced Records Management RM II RM 901

Wednesday, 6:00-9:00 p.m.
St. James Campus
45 hours
Fee: $40.00

Prerequisite: RM 900.
Course Content: An in-depth study of the subjects covered in RM 900 will help to develop further previously acquired knowledge. Syndicate exercises and discussion of relevant topics will help to provide the practical back-ground necessary for management positions in the profession.

Forms RM III RM 902

Thursdeys, 6:00-9:00 p.m.
St. James Campus
Fee: $40.00

Course Content: This is an advanced course, designed to provide the student with the specific knowledge and management, and paper work simplification. Lectures, syndicate exercises and discussions will again be the vehicles to allow maximum participation from students, who are encouraged to bring work-related problems for solution.

Electronic Data Processing

Introduction to Data Processing EDP 900

Wednesday, 6:00-9:00 p.m.
St. James Campus
45 hours
Fee: $40.00

This course provides an overview of business data processing which will prepare the participant for further study in the areas of programming and systems analysis. Topics include hardware and software features, programming languages, flowcharts, and programming experience.

Cobol I EDP 101

Tuesday, 6:00-9:00 p.m.
St. James Campus
45 hours
Fee: $40.00

Language mechanics of COBOL are introduced and students gain practical experience by writing programs to solve business type problems. Emphasis is placed on documentation of programs.

IBM/370 Assembler I EDP 102

Mondays, 6:00-9:00 p.m.
St. James Campus
45 hours
Fee: $40.00

This course introduces IBM/370 architecture and discusses in detail the components of the IBM/370 series of computers. Topics include hardware and software features while emphasizing programming in Assembler language.

Cobol II EDP 200

Tuesday, 6:00-9:00 p.m.
St. James Campus
45 hours
Fee: $40.00

Prerequisite: A "C" standing in COBOL I or equivalent.
Applications such as accounts receivable and payroll are the subject of programming assignments. Techniques include sorting, summarizing and master file update.

Advanced Programming EDP 204

Monday, 6:00-9:00 p.m.
St. James Campus
45 hours
Fee: $40.00

Prerequisite: Approval by the Instructor.
Applications requiring several interactive programs and involving the use of direct access storage are designed by the class. Individually, students write the necessary programs to install and maintain the applications. COBOL is the primary language, however, techniques for insertion of segments in other languages are introduced.

Systems Analysis II EDP 206

Wednesday, 6:00-9:00 p.m.
St. James Campus
45 hours
Fee: $40.00

Prerequisite: A "C" standing in Systems Analysis I or equivalent.
This advanced course on Systems Analysis involves active participation in problem investigation and encourages analytical examination of facts prior to the presentation of a proposed solution.

On-Line Computing Systems EDP 915

Thursday, 6:00-9:00 p.m.
St. James Campus
45 hours
Fee: $40.00

This course examines topics related to teleprocessing, real-time processing and time-sharing systems.

Insurance Courses Leading to A.I.I.C. or F.I.I.C.

Principles and Practice INS 900

Monday, 5:30-8:30 p.m.
St. James Campus
36 hours
Fee: $45.00

Introducing the Insurance business; the organization and operation of Insurance; Law; basic documents — applications; binders and policies; from application to expiry; reinsurance; federal and Provincial controls; production of business; adjusters; underwriters' associations or boards; history; how to read a policy.

Property I INS 901

Wednesday, 5:30-8:30 p.m.
St. James Campus
36 hours
Fee: $45.00

Basic fire insurance policy, extended coverage endorsement; Insurance Act provisions — fire insurance; Fire Statutory Conditions; coconcepts relating to property insurance, coinsurance, mortgage clauses; dwelling fire insurance coverages; dwelling extended coverage endorsement; introduction to inland marine and multi-peril, general features of inland marine and multi-peril forms and underwriting of these forms; householders' named perils, personal effects floater, fine arts policy, miscellaneous coverages; composite dwelling policy, homeowners' policy, tenants' package policy; co-operatives and condominiums.

Property II INS 902

Tuesday, 5:30-8:30 p.m.
St. James Campus
36 hours
Fee: $45.00

Business fire coverages; extended coverage endorsements E.C.K.L.J. rating; fundamental principles and purposes of underwriting; practice of underwriting; the mechanics of underwriting; insurance plans; plan drawing; mercantile coverages and commercial coverages designed for specific purposes; bailees; coverages; real property insurance; basic fire policy; survey practice.

Liability INS 903

Thursday, 5:30-8:30 p.m.
St. James Campus
36 hours
Fee: $45.00

The law of Negligence — Common Law — basic principles, the courts, employer and employee, independent contractors, dangerous things, animals, children and parents, damages, liability of owners and occupiers for dangerous land or premises, public authorities, conflict of laws, fatal accidents, defences.
The Law of Negligence — Province of Quebec.

Insurance on the Person INS 904

Wednesday, 5:30-8:30 p.m.
St. James Campus
36 hours
Fee: $45.00

History, types of policies, premiums, multi-party policies, computation of premiums — mortality, interest, expenses; office reserves — policy values, annual statements; savings and protection — uses of policies, effect of taxation; the Insurance Act; underwriting life insurance; business life insurance, pension plans, group insurance, equity investments, agency systems. Accident and Sickness — history, the Insurance Act, Statutory Conditions; coverages, underwriting, group insurance.

Burglary and Fidelity INS 905

Tuesday, 5:30-8:30 p.m.
St. James Campus
36 hours
Fee: $45.00

Definitions, policy conditions; Robbery insurance — interior messenger and paymaster robbery (hold up) policy; Burglary insurance — safe burglary policy, mercantile stock burglary, damage to buildings by burglary or robbery; Theft insurance — church theft, residence theft; Broad form coverage — money and securities policy (broad form); Safe deposit box policies — standard safe deposit box policy (lessee's burglary and robbery cover), lessee's cover (broad form), lessor's cover (blanket insurance), lessor's cover (liability insurance); fidelity, forgery; Package policies — comprehensive dishonesty, disappearance and destruction policy, office — store burglary and robbery, broad form storekeepers, brokers blanket bonds; physical protection; underwriting; rating; claims.

Automobile INS 907

Tuesday, 5:30-8:30 p.m.
St. James Campus
36 hours
Fee: $45.00

Introduction and development, and applications in general, applications for Owner's form (S.P.F. I); Owner's form — Section A — Third Party Liability; Owner's form — Section B Accident Benefits coverage; Owner's form — Section C — Own damage; General provisions, definitions and exclusions; Automobile insurance law and Statutory Conditions; endorsements which may be used with Owner's form; Non-owned Liability insurance; garage coverages; automobile insurance variations in the provinces; financial responsibility laws; highway victims indemnity funds; absolute liability, filing proof of financial responsibility; facility; compensation without fault; rating, claims.

Loss Adjustment and Claim Settlement INS 908

Wednesday, 5:30-8:30 p.m.
St. James Campus
36 hours
Fee: $45.00

Adjusting in general, the adjuster's obligations, ethics; the contract — definition of terms, types of contract; relationships — waiver and estoppel, non waiver agreements, proximate cause, without prejudice, reports; subrogation; aids to implementing adjustments — catastrophe plan, arbitration agreements, Insurance Crime Prevention Bureau, guiding principles; first party claims; public liability insurance; products liability; professional liability; bond claims — fidelity and surety; preserving the evidence; litigation; termination of a claim.

Casualty Covers INS 909

Thursday, 5:30-9:30 p.m.
St. James Campus
36 hours
Fee: $45.00

Glass Insurance — policy coverage, underwriting, claims; Surety bonds — underwriting terms, principles of suretyship, miscellaneous bonds, contract bonds, fiduciary bonds, administration bonds, underwriting, cancellation, surety claims procedure; Boiler and machinery insurance — history, main classes of objects for insurance, the policy, schedules and endorsements, rating, indirect insurance; Aviation insurance — aviation aircraft liability insurance, underwriting and rating, endorsements, additional coverages, aviation general liabilities, premises and operations liability, hangarkeeper's liability, products and completed operations liability, employer's liability and workmen's compensation, aviation accident insurance, air cargo liability insurance; miscellaneous coverages — water damage insurance, weather insurance, crop hail insurance, live stock mortality insurance, commercial credit insurance.

Fire Prevention and Protection INS 910

Thursday, 5:30-8:30 p.m.
St. James Campus
36 hours
Fee: $45.00

Principles and practice of fire equipment; hand operated fire extinguishing equipment; automatic sprinkler protection and other special fire extinguishing equipment; private fire alarm services and equipment; public fire protection.

Business Interruption INS 911

Monday, 5:30-8:30 p.m.
St. James Campus
36 hours
Fee: $45.00

Purpose, terminology, insured perils, policy periods — indemnity period, American vs. British approach, insurable interest.
Earnings insurance no co-insurance, gross earnings, insurance, profits insurance, other forms, some practical points, loss adjustment.

Property Loss Adjustment INS 912

Thursday, 5:30-8:30 p.m.
St. James Campus
36 hours
Fee: $45.00

Obligations of the insured and insurance company in event of loss; the adjuster — his investigation and reports; the policy; determining the loss; determining the cause and point of origin of fires; criminal code offences; coinsurance, pro-rata distribution, apportionments; guiding principles; arbitration; miscellaneous coverages; special procedures; business interruption; extended coverage; forms and documents; aids to implementing adjustment.

Insurance Accounts and Finance INS 913

Wednesday, 5:30-8:30 p.m.
St. James Campus
36 hours
Fee: $45.00

Government control of insurance companies; general principles of bookkeeping and insurance accounts, systems and methods, inter-relationship of accounting and statistical departments; books and records of original entry and subsidiary ledgers, general ledger, profit and loss account and balance sheet, premium reserves and loss reserves; collection and credit; agents accounts; reinsurance accounts; statistics; taxation of general insurance companies; investments.

Insurance Administration and Essentials of Management INS 914

Monday, 5:30-8:30 p.m.
St. James Campus
36 hours
Fee: $45.00

Nature and importance of management, development of management through, moral and social dimensions of management, international management and its environmental dimensions; head office organization; decision making and policy formulation; branch and agency organization; organization and staffing; planning and controlling, communicating and directing; the behavioral sciences in management; managerial economics, managerial accounting; quantitative methods of analysis; the forms and uses of statistical returns; information systems and computers; manufacturing management; buildings and equipment; financial management; insurance publicity.

Fire Hazards INS 915

Wednesday, 5:30-8:30 p.m.
St. James Campus
36 hours
Fee: $45.00

A comprehensive study of fire hazards in general and building construction, in particular.
Within these terms of reference this course covers the various types of building materials, and treats in descriptive and graphic forms, many types of structure — with special emphasis on fire resistance.
The course draws attention to the study of fire hazards such as those attending heating, lighting, and housekeeping, and to the relationship of these hazards to ignition, combustion — as well as to volatility and flammability.

Bodily Injury Claims INS 916

Thursdays, 5:30-8:30 p.m.
St. James Campus
36 hours
Fee: $45.00

Course Content: Investigation and Background, Anatomy, Bodily Injury, Bodily Injury Treatment, Interpretation of Medical Reports, Disability, Rehabilitation, the Evaluation, Negotiation and Settlement of Bodily Injury Claims.

Principles and Practice of Marine INS 923

Wednesday, 5:30-8:30 p.m.
St. James Campus
36 hours
Fee: $45.00

Function of marine insurance; marine insurance and trade; marine insurance markets; associations; Lloyds; insurance accounts; effecting insurance; types of policies; the policy form — construction, principles of interpretation, wording; the voyage; the vessel; insured perils; assignments; definitions of pertinent terms; losses; the adjustment; general average; salvage, double insurance, subrogation, returns of premium; Hull insurance clauses, Institute Time clauses, Canadian and American clauses, Cargo clauses, other frequently used clauses; floating policies; open covers; reinsurance; Marine Insurance Act; York-Antwerp Rules; average adjusters.

Clerical and Secretarial Skills

Typing and Office Practice OP 101-B

Tuesday and Thursday, 6:00-9:00 p.m.
St. James Campus
45 hours
Fee: $50.00

Prerequisite: OP 101-A or TYP 905.
Course Content: Performing additional office duties: telegraphic messages and services; bank and credit services; mechanized office operations advancement on the job; further development of typing skills.

Legal Office Practice OP 203

Tuesday and Thursday, 6:00-9:00 p.m.
St. James Campus
150 hours
Fee: $115.00

Prerequisites: A good facility in any short hand, English at the Grade 12 level or equivalent, and 45 w.p.m. in typing.
Course Content: Legal correspondence, docket, entries and accounts, legal forms and methods of diaries, reminders and filing systems; real estate transactions, deeds and transfers, mortgages and charges, statements of adjustments, insurance and reporting letters; civil litigation, court documents, actions, matters, appeals, wills, incorporating and Ontario company.

Typewriting A (Beginning Typewriting) TYP 901

Monday and Wednesday, or
Tuesday and Thursday, 6:00-9:00 p.m.
St. James Campus
90 hours
Fee: $70.00

Prerequisite: Basic knowledge of English.
The purpose is to: (a) achieve a mastery of the keyboard using the touch system, plus an introduction to basic typewriting setups; (b) achieve 25 w.p.m. on five-minute tests.
Course Content: All the keys will be taught with special emphasis on the touch system (posture, good stroking, rhythm and correct fingering are an integral part.) The names, care, and proper manipulation of the parts of the machine will be introduced as required. The rules of syllabication and capitalization, an introduction to basic centering, tabulation and letters, plus typing of value for personal use.

Dictaphone DIC 505

Monday and Wednesday, or
Tuesday and Thursday, 6:00-9:00 p.m.
St. James Campus
60 hours
Fee: $50.00

Prerequisite: A thorough knowledge of business English, spelling and setup of letters (minimum of grade 11), plus a typing speed of 45 w.p.m.
Designed to prepare the student to become an accredited dictaphone secretary, with an initial capacity of 60 fifteen-line letters a day.
Course Content: Typing from dictabelt records put out by the Dictaphone Corporation.

Typewriting (Advanced Typewriting) TYP 905

Monday and Wednesday or
Tuesday and Thursday, 6:00-9:00 p.m.
St. James Campus
90 hours
Fee: $70.00

Prerequisite: 25 w.p.m. or TYP 901.
The purpose is to: (a) further develop typewriting skills and to concentrate on more advanced typewriting setups; (b) achieve 40 w.p.m. on ten-minute tests.
Course Content: During this course, emphasis will be placed on practical typing of tabulation-tables, and financial statements; centering of menus, programs, announcements; business letters — different styles, placement, carbon copies and envelopes; essential business forms; erasures and corrections; squeezing and spreading; duplicating — the typing of dittos, stencils, and offset masters; skill development to bring the typist up to 40 w.p.m. or better on ten-minute tests.

Basic Typewriting — Lumisonic TYP 900

One hour per night — four nights per week — ten weeks
40 hours
One hour per day — Monday to Friday — 8 weeks
40 hours
St. James Campus
Fee: $35.00

An intensive course in keyboard typewriting, taught using the lumisonic system; designed to develop quickly a high keyboard typing speed.
Course Content: The first six hours will be spent learning the keyboard with emphasis on posture, good stroking, rhythm and correct fingering. Later lessons will develop speed and accuracy to a high degree using modern, programmed instructional techniques. This course is primarily designed as a first step towards a keypunch operators course. This course is on a continuous intake basis.

Typing — Speed Development TYP 902

Monday to Thursday, 6:00-8:00 p.m.
64 hours
Monday to Friday, 1:30-3:30 p.m.
64 hours
St. James Campus
Fee: $55.00

A course on electric typewriters designed for persons with previous typing experience. A typing speed of approximately 50 w.p.m. with a high degree of accuracy is the objective of this course. This will be achieved through remedial and corrective drills as well as sustained timed writings. This course is on a continuous intake basis.

Pitman Shorthand — Refresher Course SH 900

Tuesday and Thursday, 6:00-9:00 p.m.
St. James Campus
90 hours
Fee: $70.00

Prerequisite: Grade 12 English or equivalent; a reasonable knowledge of the theory.
Course Content: Quick review of the principles of Pitman Shorthand; emphasis on facility in the use of shortforms, contractions, intersections and phrases; attention to development of speed.

Pitman Shorthand — Speed Development SHP 901

Tuesday and Thursday, 6:00-9:00 p.m.
St. James Campus
60 hours
Fee: $50.00

Prerequisite: SHP 900 or equivalent, and 45 w.p.m. in typewriting, plus grade 12 English or equivalent.
To further develop facility in writing shorthand of average commercial difficulty at speeds up to 120 w.p.m., and in transcribing from notes at the typewriter.
Course Content: Development of skill in writing and reading shorthand notes, with emphasis on short-forms and phrases; practice in transcribing notes at the typewriter in acceptable, mailable form.

Forkner Shorthand — Theory SHF 900

Tuesday and Thursday, 6:00-9:00 p.m.
St. James Campus
120 hours
Fee: $95.00

Prerequisite: Grade 12 English or equivalent and a minimum of 35 w.p.m. in typewriting.
This level provides a basis for the development of speed in writing shorthand.

Course Content: A presentation of the principles of the system, together with extensive dictation which begins as early as lesson 5. The average student can attain speeds of up to 80 w.p.m. in this course.

Forkner Shorthand — Speed Development SHF 901

Tuesday and Thursday, 6:00-9:00 p.m.
St. James Campus
60 hours
Fee: $50.00

Prerequisite: Completion of theory level, plus grade 12 English or equivalent, and 45 w.p.m. in typewriting.
For persons desiring to develop facility in writing Forkner shorthand at speeds up to 120 w.p.m.
Course Content: Development of facility in writing and reading shorthand notes within the 3,000 word high-frequency range which makes up 97% of all ordinary dictation material; practise in transcribing notes at the typewriter.

Microfilm For Your Business MICRO 900

Tuesday, 6:00-9:00 p.m.
St. James Campus
30 hours
Fee: $55.00

Course Content: Advanced microfilming techniques; demonstration of representative microfilm applications; advantages and disadvantages of various microforms; objective analysis of equipment in terms of specific applications.

electrical electronics electrical electronics

Electrical/Electronics

Electrical Apprentice Review EL 900

Monday and Wednesday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $50.00

Designed for those apprentices who are in their final term and who expect to write the qualifying examination sometime within the year.
Course Content: Theory, code and equipment over the entire area of apprenticeship training.

Electrical Blue Print Reading ELDR 612

Monday and Wednesday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $50.00

Prerequisite: Journeyman or Apprentice
Course Content: A course in Blueprint Reading involving architectural drawings, structural drawings, concrete drawings, mechanical drawings, electrical specifications, electrical drawings, electrical specifications, electrical drawings as they apply to the electrical trade.

Hydro-Electric Power Commission Regulations EL 902

Tuesday and Thursday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $50.00

Prerequisite: At least fifth term apprentices, or journeymen.
Course Content: Authority, interpretations, use of the Index, application of regulations.

Electrical Drafting (Basic) A.T.E.C. Program (Approved) EL 903

Tuesday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $50.00

Course Content: Lettering; use of instruments, linework, orthographic projection, dimensioning, sections, architect scale; isometric projection; sketching; electrical and electronic symbols, basic electrical circuit diagrams; transformers, relays, riser and block diagrams; residential wiring, illumination and electric heating.

Electrical Fundamentals A.T.E.C. Program (Approved) EL 905

Monday, 7:00-10:00 p.m.
St. James Campus
60 hours
Fee: $50.00

Prerequisite: MATH 100.
Course Content: Basic electrical concepts; simple D.C. circuits, power magnetism, electro-magnetism, magnetic circuits; D.C. measuring instruments; A.C. measuring instruments; electrical measurements, induction, capacity, alternating current, resistance, impedance, power in A.C. circuits.

Electrical Construction — Part I EL 907

Monday and Wednesday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $50.00

Prerequisite: Grade 10 or the equivalent.
Course Content: Ohm's Law; series circuits, combination circuits; two-wire distribution; line loss, power efficiency; wire calculations; batteries, magnetism, electro-magnetism, induction, three-wire distribution; Hydro Electric Power Commission Regulations; shop projects.

Electrical Construction — Part II EL 908

Monday and Wednesday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $50.00

Prerequisite: EL 907 or the equivalent.
Course Content: Electro-magnetism; induction; DC generators; generator set-up and operation; DC motor, motor operation and controls; Hydro-Electric Power Commission Regulations; shop projects.

Electrical Construction — Part III EL 909

Tuesday and Thursday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $30.00

Prerequisite: EL 908 or the equivalent.
Course Content: AC fundamentals, vectors, single-phase transformers, single-phase motors, three-phase motors, three-phase transformers, auto transformers, Hydro-Electric Power Commission Regulations, shop projects.

Industrial Electronic Controls Part II EL 911

Monday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $50.00

Prerequisite: EL 910.
Course Content: Power supplies, principle of timers; welding timers; current control with gas tubes; solid state devices; thyratron contactors, ignitron contactors; phase shifting; welder heat control; resistance welders; sequence weld timers; shopwork.

Industrial Electronic Controls Part III EL 912

Wednesday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $50.00

Prerequisite: EL 911.
Course Content: Photoelectric relays, heat controls; light dimming controls; principle of speed and voltage regulators; speed regulators for small DC motors; voltage control for DC and AC generators; single phase and polyphase power rectifiers; oscillators; inverters; induction heaters; dielectric heaters; high speed light relays; register control; servomechanisms; shopwork.

Industrial Electronic Logic Static — Part IV EL 913

Tuesday and Thursday, 7:00-10:00 p.m.
Casa Loma Campus
60 hours
Fee: $50.00

Prerequisite: EL 912.
Course Content: Transistor switching, trigger pulse, shaping circuits, time delay circuits, Flip-flops, Master-slave functions, truth tables, Binary number system, Boolean algebra mapping, NOR, NAND, and composite logic gates, comparators, adders, analogue and digital methods, storage, retrieval, volatile and non-volatile memory systems, routing switchers, power control applications, interfacing, black box concept, integrated circuits, printed wiring boards, analysis of current control and device circuitry.

Electronic Fundamentals — Part I ELTC 900

Monday, 7:00-10:00 p.m.
St. James Campus
60 hours
Fee: $50.00

Course Content: Energy; electricity; resistors and conductors; cells and batteries; voltage; current and resistance; Ohm's law; electric power; D.C. circuits; Kirchoff's law; capacitors; electromagnets; inductors and induction; Lenz's law; A.C. source; vectors; reactance; impedance; resonance; A.C. power; electric meters; transformers, resonant circuits; A.C. circuits.

Electronic Fundamentals — Part II ELTC 901

Tuesday, 7:00-10:00 p.m.
St. James Campus
60 hours
Fee: $50.00

Prerequisite: Successful completion of ELTC 900.
Course Content: Transducers, vacuum tube operation; vacuum tube characteristics; basic power supplies; electronic meters; cathode ray tubes; oscilloscope; power transfer; impedance matching; atomic structure of semiconductors; biode junction; avalanche and Zener breakdown; junction transistors; transistor amplifiers, coupling methods, power amplifiers, transistor oscillators; semi-conductors data sheets.

Colour Television ELTC 909

Thursday, 7:00-10:00 p.m.
St. James Campus
60 hours
Fee: $50.00

Prerequisite: Sound knowledge of black and white television circuitry. A short qualifying test at the time of registration.
Course Content: Principles of the colour TV system; colour receiver circuits; RF and IF circuits, video, sync, voltage supply circuits; band pass amplifier, colour sync, colour killer circuits, colour demodulation, matrix section, colour picture tube and associated circuits, servicing the colour receiver, set up procedure, aligning the colour receiver, trouble shooting; current models of receivers.

Cable Television Practice (Basic) ELTC 913

Monday and Wednesday, 7:00-10:00 p.m.
St. James Campus
60 hours
Fee: $50.00

Prerequisite: Recommendation of employer.
Course Content: Introduction to T.V., sync and composite signals; B & W and colour, modulation, channel allocation, antennas; cable distribution; antenna site location, system layout, amplifiers, splitter, tap offs, drops; coax cable characteristics, DB, VSWR, losses and reflection; amplifiers; tube and transistorized, wideband, single channel, main line, distribution and extender; line construction: clearance, safety, handling, splices, tap offs; installation of amplifiers and passive devices, customer relations; fault finding and interference.

Computer Systems ELTC 906A

Thursday, 7:00-10:00 p.m.
St. James Campus
45 hours
Fee: $40.00

Prerequisite: TAP 201 or equivalent.
Course Content: Basic programming concepts; machine language, computer organization, order code; programming: assembler, editor, debugging; computer peripherals, core, drum, disc, magnetic tape, cards, paper tape, printer, data transfer; interfacing; i/o bus., peripheral controls; laboratory work, programs in assembler language, construction of interface units.

Data Communications ELTC 916

Thursday, 7:00-10:00 p.m.
St. James Campus
45 hours
Fee: $40.00

Prerequisite: Part I, Logic (ELTC 906) or equivalent.
Course Content: Quality of line transmission; open lines, cables; Evaluation and testing transmission media: Modems why and how: Interfacing to modems and data terminals: Transmission control; multiplexing TDM and FDM, CPU control: Typical systems.

FASHION
TECHNOLOGY
FASHION
TECHNOLOGY

Fashion Technology

Apparel Management

The following courses are offered to those people interested in obtaining a diploma in Apparel Management, or in upgrading their present employment. We suggest you call the Fashion Technology Division for information as to times and courses offered.
All part-time (extension) courses bearing code numbers in the one, two, three, or four hundred series carry credits that can be used towards obtaining a two-year or three-year diploma in specialized programs. Please contact the Dean or Chairman for details.

Apparel Construction DRES 141
(Dressmaking Elementary)

Nights to be decided
7:00-10:00 p.m.
Kensington Campus
60 hours
Fee: $50.00

Course Content: Elementary dressmaking using commercial patterns; samples, measurements, relationship of pattern, style and fabric, laying out patterns; sewing techniques (hand and domestic machine).

Apparel Construction DRES 141A
(Dressmaking Elementary)

Saturday
Kensington Campus
60 hours
Fee: $50.00

Course Content: Same as DRES 141 with special application for Senior Citizens.
The student will provide own material.

Apparel Construction DRES 145
(Dressmaking Intermediate)

Tuesday, 7:00-10:00 p.m.
Kensington Campus
30 hours
Fee: $30.00

Prerequisite: DRES 141 or equivalent.
Course Content: Continuation of DRES 141 — the proper selection of style and pattern to suit the wearer and material; fashions and their changes; knits and stretch fabrics techniques; intimate wear and lingerie; special finishes.
Student to supply materials.

Apparel Pattern Drafting I PAT 141
(Elementary)

Nights to be decided
7:00-10:00 p.m.
60 hours
Kensington Campus
Fee: $50.00

Prerequisite: Knowledge of dressmaking and flair for fashion.
Course Content: Elementary pattern design (Men's, women's and children's wear); drafting directly "on the flat" (i.e. on paper); in manufacturing sizes to a "price line".

Apparel Design I PAT 142
(Men's Pattern Design)

Nights to be decided
7:00-10:00 p.m.
Kensington Campus
60 hours
Fee: $50.00

Course Content: Styling, line, proportion, research (drafting of men's patterns).
Students to supply own material.

Apparel Pattern Drafting II (Intermediate) PAT 143

Nights to be decided
7:00-10:00 p.m.
Kensington Campus
30 hours
Fee: $30.00

Prerequisite: PAT 141 or equivalent.
Course Content: Intermediate pattern drafting (women's and children's wear) embellishing PAT 141.

Fashion Illustration I (Elementary) (Apparel Design) PAT 144

Nights to be decided
7:00-10:00 p.m.
Kensington Campus
60 hours
Fee: $50.00

Prerequisite: Grade 8 or equivalent and artistic aptitude.
Course Content: Elementary course in Fashion Art to show fashion, style design, fabric texture.
Student to supply own material.

Modelling (Fashion) FASH 110

Tuesday, 7:00-10:00 p.m.
Kensington Campus
30 hours
Fee: $30.00

Course Content: Fashion runway modelling — fashion showing, self improvement.

Drapery (Slipcovers) FAB 252

Nights to be decided
7:00-10:00 p.m.
Kensington Campus
60 hours
Fee: $50.00

Course content: How to measure and make drapes and slip covers.

Theory and Recognition of Furs (Introduction) FUR 143

Days only
Kensington Campus
60 hours
Fee: $50.00

Prerequisite: Instructor's evaluation or Grade 10.
Course Content: Recognition of wild and ranched furs.

Fur Manufacturing Techniques (Elementary) FUR 144

Days only
Kensington Campus
60 hours
Fee: $50.00

Prerequisite: Some fur knowledge and Grade 10.
Course Content: Cutting, sewing, blocking and finishing.

Fur and Leather Fashions FUR 145

Days only
Kensington Campus
60 hours
Fee: $55.00

Prerequisite: FUR 144 or experience.
Course Content: Drafting patterns and grading.

Furniture Finishing FURN 103

Monday and Wednesday,
7:00-10:00 p.m.
Kensington Campus
60 hours
Fee: $50.00

Course Content: Surface preparation and basic colour treatments including staining and glazing; hand and spray application of varnish, shellac and lacquer.
Students supply own material.

Furniture Upholstery I FURN 104

Monday and Wednesday,
7:00-10:00 p.m.
Kensington Campus
60 hours
Fee: $50.00

Course Content: Stuffing and covering, measuring, cutting, fitting, stapling, etc.
Students supply own material.

Sewing Machine Operation SEW 141

Two afternoons or two evenings a week
Kensington Campus
120 hours
Fee: $95.00

Prerequisite: Instructor's evaluation.
Course Content: Single-needle lock stitch flat-bed machine; 240 hours Performance Objective Program leading to speed, stamina, rhythm in sewing on professional machine; use of steam iron on trolley; 120 hours first semester.

Serger Machine SEW 142

Afternoon or evening
Kensington Campus
30 hours
Fee: $30.00

Prerequisite: SEW 141.
Course Content: Special module (30 hours) for students reaching SEW 141/151 objectives in less than 240 hours. Also available for part-time students during regular classes.

Blind Stitch Machine SEW 143

Afternoon or evening
Kensington Campus
30 hours
Fee: $30.00

Prerequisite: SEW 141.
Course Content: Special module as for SEW 142.

Button-Hole and Button Sewer Machine SEW 144

Afternoon or evening
Kensington Campus
30 hours
Fee: $30.00

Prerequisite: SEW 142 or SEW 143.
Course Content: How to use buttonhole and button sewer as used in Ontario Apparel plants.

Sewing Machine Operation II SEW 151

2 afternoons or 2 evenings a week
Kensington Campus
120 hours
Fee: $95.00

Prerequisite: SEW 141.
Course Content: As SEW 141, final 120 hours of Performance Objective Program for part-time students during regular classes.

Ladies' Hairdressing HAIR 900

Monday and Wednesday,
7:00-10:00 p.m.
Kensington Campus
60 hours
Fee: $100.00

Prerequisite: Ontario Certification of Qualification and currently employed.
Course Content: Review of basic techniques; advanced methods of scissor cutting, blow waving, ironing, backcombing and back-brushing techniques; handling long hair, hair pieces and current fashion trends.

Men's Clothing I FASH 904

Tuesday, 7:00-10:00 p.m.
Kensington Campus
60 hours
Fee: $50.00

Prerequisite: Designed for those working in apparel stores. Interest is more important than extensive experience.
Course Content: Taping and measuring; figure description; proper writing up of orders, fitting and try-ons; some common alterations and markings for made-to-measure.

Tailoring I DRES 146

Monday, and Wednesday,
7:00-10:00 p.m.
Kensington Campus
60 hours
Fee: $50.00

Prerequisite: DRES 141 or sewing skills.
Course Content: Ladies' tailoring, sewing, cutting techniques; finishing coats and suits using commercial techniques. Some men's and children'S TAILORING.
Students supply their own material.

Elementary Weaving WEAV 101

Wednesday and Thursday
7:00-10:00 p.m.
Kensington Campus
60 hours
Fee: $55.00

Course Content: Small hand looms basics.
Student supply own material.

Elementary Weaving WEAV 151

Wednesday and Thursday
7:00-10:00 p.m.
Kensington Campus
60 hours
Fee: $55.00

Prerequisite: WEAV 101.
Course Content: Continuation of WEAV 101.
Students supply own materials.

Advanced Weaving WEAV 201

Wednesday and Thursday
7:00-10:00 p.m.
Kensington Campus
60 hours
Fee: $55.00

Prerequisite: WEAV 151 or equivalent.
Course Content: Large hand looms; projects.
Students supply own material.

Advanced Weaving WEAV 251

Wednesday and Thursday
7:00-10:00 p.m.
Kensington Campus
60 hours
Fee: $55.00

Prerequisite: WEAV 201.
Course Content: Continuation of WEAV 201.
Students supply own materials.

Work Management I AT 100
(Time Studies)

Kensington Campus
45 hours
Fee: $50.00

Prerequisite: Grade 12 mathematics; apparel plant experience or equivalent.
Course Content: Methods, time and motion studies with emphasis on sewing and cutting and work simplification. Students supply own stop watches and boards.

Work Management II AT 101
(Standard Data)

Kensington Campus
33 hours
Fee: $50.00

Course Content: Standard Data, work station design and efficiency; costing.

Apparel Machine Technology II AT 152
(Sewing Machine Repairs)

Kensington Campus
24 hours
Fee: $50.00

Prerequisite: Demonstrated mechanical aptitude.
Course Content: Some mechanics of sewing machines, history; justifying purchase, variations, efficient uses and common repairs (elementary).

Operator Training I AT 161

Kensington Campus
45 hours
Fee: $50.00

Course Content: Includes SEW 141, plus techniques for training production employees, single-needle sewing machine. Selection, orientation, evaluation of operators and cutters.

Operator Training II AT 162

Kensington Campus
45 hours
Fee: $50.00

Course Content: Applying production standards and establishing wage rates (hourly and piece work), work incentives, motivation etc.

Apparel Machine Technology III AT 251
(Cutting)

Kensington Campus
33 hours
Fee: $35.00

Course Content: Marking and cutting procedures; spreading machines; techniques and laying of fabric; marker making (mechanical and electronic).

Ceramics 1 CER 101

Monday and Wednesday or
Tuesday and Thursday
Morning, afternoon and evening
Casa Loma Campus
60 hours
Fee: $70.00

Course Content: Wheel techniques, hand building, glazing, decorating and kiln work.

Ceramics 2 CER 151

Casa Loma Campus
60 hours
Fee: $70.00

Prerequisite: CER 101 or equivalent.
Course Content: Advanced classes for CER 101.

Ceramics 3 CER 201

Casa Loma Campus
60 hours
Fee: $70.00

Prerequisite: CER 151 or equivalent.
Course Content: Advanced classes for CER 151.

Ceramics 4 CER 251

Casa Loma Campus
60 hours
Fee: $70.00

Prerequisite: CER 201 or equivalent.
Course Content: Advanced classes for CER 201.

Macrame ART 801

Wednesday, 7:00-9:00 p.m.
Kensington Campus
20 hours
Fee: $20.00

Course Content: Basic concepts of macrame.

FOOD TECHNOLOGY

Some of the courses do not indicate the day of the week. Verification of the day can be obtained by calling 967-1212, Local 613/689

Food

Certificate Course in Haute Cuisine

This program is designed to meet the evergrowing demand for knowledge and practical experience in the creation of fine food and entertainment in the home. The entire course consists of 5 individual sections commencing with basic small quantity food; this will give the student the opportunity to apply the principles of cooking, using the raw materials with tested recipes under the guidance of skilled chefs. This section will be followed in sequence by basic baking, advance small quantity food, advance baking and appreciation of wines, spirits and liqueurs. Each student, on satisfactory completion of the individual sections, will receive a certificate of competence and, on completion of all five sections, will be awarded a certificate in Haute Cuisine.

Haute Cuisine Program

Introduction applies to first five courses only

Basic Small Quantity Food FP 730

6:00-10:00 p.m.
Kensington Campus
60 hours
Fee: $95.00

Course Content: This course is designed to introduce the basic principles of cooking as related to fine food, to take the raw products and create the basic requirements for classical dishes, sauteing, broiling and stewing, cooking lean and fat fish, seafoods, and the accompanying vegetables, salads, garnishes and dressings, employing the knowledge and expertise of chefs in the use of herbs, spices and wines.

Basic Baking BK 610

6:00-10:00 p.m.
Kensington Campus
40 hours
Fee: $55.00

This course is designed to equip the student with a practical working knowledge of pastry doughs, choux paste, yeast dough and sponge goods, the use of icings, creams, puddings, custards and other desserts, fruits, tarts, pies and quick breads, the high ratio and angel cake mixes, simple decoration and presentation of birthday and other occasion cakes.

Advanced Small Quantity Food FP 731

6:00-10:00 p.m.
Kensington Campus
60 hours
Fee: $95.00

Prerequisite: Basic Small Quantity Food. FP 730. This course will take the basic principles of cooking and apply them to the classical dishes of the countries in continental Europe, so that the student will be able to produce the French classics, the famed Italian pastas, the Spanish paellas, the Russian coulibiacs, the Scandinavian smorgasbords, the German sauer braten and beer soups, the shish kabobs of Turkey and Greece, the bouillabaisse of Marseilles, the Indian curries, Japanese suki yaki, the nasi goreng of Indonesia and a host of other famous dishes.

Advanced Baking BK 624

6:00-10:00 p.m.
Kensington Campus
40 hours
Fee: $55.00

Prerequisite: Basic Baking. BK 610.
The course will take the basic knowledge of pastry and desserts and allow the development of these techniques to create the patisserie masterpieces, the flamboyant desserts, ice cream bombs, souffles, petits fours, tortes, gateaux, and sugar creations with the decorative centre pieces, the true art of French pastries and their presentation.

Appreciation of Wines, Spirits and Liqueurs F 807

7:00-10:00 p.m.
Kensington Campus
30 hours
Fee: $75.00

Prerequisite: Over 18 years of age.
This course will be devoted to the knowledge of wines from the standpoint of types, vintage, prices, handling, storage, and correct usage in relation to the menu, the glassware, and the serving temperatures. Guest lecturers will deal with the evaluation by taste of the more distinctive wines.

Mixology (Cocktail Bartending) BAR 503

Monday 7:00-10:00 p.m.
Kensington Campus
30 hours
Fee: $55.00

Prerequisite: This course is open to men or women over 18 years of age.
Course Content: Bar layout and equipment, manufacture of alcoholic beverages, beverage selection, storage and control, duties of the bartender, pre-opening preparation, theory of mixed drinks, practical preparation of mixed drinks and cocktails, sales and service of alcoholic beverages, selection of wines and their service. Human relations relating to licensed establishments.

Theory of Food TF 531

Tuesday 7:00-10:00 p.m.
Kensington Campus
60 hours
Fee: $50.00

Prerequisites: This course is offered to those persons who have little or no knowledge of cooking, both the food service operator and the homemaker. Lectures and demonstrations are designed to teach practical and theoretical food preparation and cooking. Emphasis will be placed on variations of taste and texture in normal everyday foods.
Course Content: Culinary basics, soups and sauces. Methods of cooking meats, poultry, fish and seafoods. Various methods and techniques of preparing roasts, stews and casseroles with accompanying sauces and garnishes. Salad preparation with suitable dressings. Vegetable and egg cookery and larder preparation are also practised in this program.

Pastry Craft BK 616

7:00-10:00 p.m.
Kensington Campus
60 hours
Fee: $50.00

This course is designed for those who wish basic knowledge of baking. Lectures, demonstrations and student participation are combined to convey both practical and theoretical aspects of the art of baking.
Course Content: Quick breads, pies and tarts, puddings, bread and rolls, sweet yeast products, puff pastries and pate a choux, icings and fillings, cakes and cookies including ready mixes and other convenience products.

Strictly for Entertainment F 808

7:00-10:00 p.m.
Kensington Campus
30 hours
Fee: $45.00

Prerequisites: This course is designed for those homemakers having a basic knowledge of cooking but wishing to entertain at home with flair and imagination.
Course Content: A series of lectures and demonstrations. Although the meals prepared are not intended to represent economical fare for the family, the basic principles governing the selection, combination and cooking of food can be applied to everyday use. Each session will be devoted to a complete menu and students will be given the opportunity to taste each dish whenever possible. A selection of complementary wines will be discussed.

Chinese Cuisine F 810

Wednesday 7:00-10:00 p.m.
Kensington Campus
30 hours
Fee: $35.00

This course is designed to introduce the student to the basic principles of Chinese cooking. The course contains a series of lectures and demonstrations to familiarize the student with the use of ingredients, herbs, teas, wine and the planning of menus familiar to North America. Tasting of prepared dishes will be part of each demonstration lesson.

Advanced Wine Appreciation F 811

7:00-10:00 p.m.
Kensington Campus
30 hours
Fee: $125.00

Prerequisite: Appreciation of Wines, Spirits & Liqueurs. F 807.
Course Content: This course has been designed to familiarize students, who already have a sense of wine appreciation, with "Grand Crus" from French and German vinyards. The program will also include liqueurs, spirits, cordials, beers and ciders. Tasting and sampling will be part of the prescribed course.

Junior Gourmet Cooking F 815

Saturday 10:00 a.m. - 1:00 p.m.
Kensington Campus
30 hours
Fee: $45.00

Prerequisites: 10 - 16 years of age and a desire to learn gourmet cooking.
Course Content: Students will engage in practical work to attain the skills required to do basic gourmet cooking. Areas covered will be - vegetable cooking, egg cookery, rice and pasta, salads, roasting, desserts and sandwiches.

Twentieth Century Cooking F 816

6:00-10:00 p.m.
Kensington Campus
60 hours
Fee: $95.00

Prerequisites: A desire to learn the cooking and reconstitution techniques for today's food varieties.
Course Content: Students will engage in the preparation, storing and freezing of meat and vegetable dishes. Following this they will learn the techniques required to re-heat properly and enrich frozen products.
The use of the microwave oven for defrosting, reheating and cooking foods will form the last periods of this course.

Wilderness Survival WILD 800

7:00-10:00 p.m.
Kensington Campus
30 hours
Fee: $30.00

Course Content: This course is offered for those who wish to gain knowledge of human survival in the outdoors. The program will cover such topics as shelter, building, map reading and signalization. In the cooking area, the use of plants and wild life for food will be covered. Weather permitting, field trips will be taken.

GRAPHIC ARTS

Graphic Arts

General Note;

Successful completion of three courses at successive levels in the same subject will merit a special subject certificate (e.g. completion of GR 105, GR 205 and GR 305 for a Certificate in Process Camera, or GR 115, GR 116 and GR 216 for a Certificate in Single Colour Offset Press). Credits may be accumulated towards a diploma for the related technician program where appropriate.

There are six major subject areas:

Graphic Design
Signwriting
Visual Communications
Printing Technology
Screenprinting
Audio Visual

Graphic Design

	Jan. 1976	Feb. 1976	Apr. 1976
GD 100		•	
GD101		•	
GD 201		•	
GD 212		•	
GD205		•	

Still Life Drawing and Painting GD 100

Monday, 6:00-10:00 p.m.
Tereulay Campus
60 hours
Fee: $50.00

Prerequisite: Interest in art.
Course Content: Fundamentals of still life rendering. The student may start with charcoal drawing of still life objects followed by monochrome renderings of the objects in paint; fundamentals of color and value of colors; render a still life in color.

Life Drawing GD 101

Tuesday, 6:30-10:00 p.m.
St. James Campus
60 hours
Fee: $50.00

Prerequisite: Interest in art.
Course Content: This course is designed to improve the student's ability to draw the human form. Each student will be started at his/her own level from basic contour drawing concentrating on the positive and negative shapes, followed by 25 minute poses. Later the student will do full shaded drawings

with the model holding a sustained pose for the lesson. Advanced students may undertake additional work.

Illustration GD 201

Tuesday, 6:30-10:00 p.m.
St. James Campus
60 hours
Fee: $50.00

Prerequisite: Basic Art Training.
Course Content: Concepts in books, magazines, T.V. Graphics, murals, etc.: applied art and personal picture making. The course will be taught at two levels if the teacher feels this is necessary.

Advertising Design GD 212

Tuesday, 6:30-10:00 p.m.
St. James Campus
60 hours
Fee: $50.00

Prerequisite: Interest in Art.
Course Content: This course is designed to give the theories of commercial art, along with some practical work in advertising layout and graphic design, mechanical drawings, paste-up and color separation by amberlith overlays. The student will be given some experience in preparing mechanical camera-ready art work.

T.V. Graphics GD 205

Monday, 6:30-10:00 p.m.
St. James Campus
60 hours
Fee: $50.00

Prerequisite: Basic Art Training.
Course Content: Learning to choose lettering for T.V. in relationship to background composition for T.V. Learning to design in a simple T.V. form, studio graphics and 35 m.m. slides. Learning basic techniques in animation, conventional and computer form from storyboard, creative thinking and actual art.

Printing Technology

Printing Technology covers all aspects of pre-press preparatory work, press operation and post-press Binding and Finishing. George Brown College has the best equipped facilities in Ontario and offers training in the latest techniques by "hands-on" participatory courses.

Printing Technology

Compulsory Subjects	Dec. 1975	Jan. 1976	Feb. 1976	Mar. 1976	May 1976
GR 202		•			
GR 302A		•			
GR 302B		•			
GR 110	•			•	•
GR 210				•	
GR 310	•				•
GR 105	•			•	•
GR 205				•	
GR 305	•				•
GR 306					•
GR 308			•		
GR 115			•		
GR 115A			•		
GR 116		•			
GR 216		•			
GR 217		•			
GR 214		•			
GR 215		•			
GR 125		•			

Photocomposition (Operating Course) (Mergenthaler VIP) GR 202

Tuesday and Thursday,
6:00-10:00 p.m.
60 hours
Saturday, 8:00-12:00 noon
60 hours
St. James Campus
Fee: $75.00

Prerequisite: Typing skill to a level of 35 wpm on a 10 minute test; or, the permission of the instructor.
Course Content: This course in an individual learning program in which students may progress at their own speed. The course covers all the basic machine instructions on the VIP. The keyboards used are AKI-CIT 70's, PCI-120, MPM6 Counting Keyboard, and possibly PCI-100's (programmable keyboards).

Paste Make-Up and Ruling (Basic) GR 302A

Tuesday and Thursday, 6:30-9:30 p.m.
St. James Campus
60 hours
Fee: $75.00

Prerequisite: One year of typesetting experience, or permission of the instructor.
Course Content: The laying out of boards and the assembly of paper positives, covering a wide variety of projects ranging from a simple one colour post card to advanced camera-ready artwork using overlays for colour break.

Paste Make-Up and Film Assembly (Advanced) GR 302B

Saturday, 9:00-12:00 noon
St. James Campus
60 hours
Fee: $75.00

Prerequisites: Two years of typesetting experience or the approval of the instructor.
Course Content: Some basic paste make-up techniques are taught at the beginning of this course before film assembly is begun. Included is an assessment of quality of reproductions; assembly of required tools and materials; hand ruling and use of various drawing instruments. There will be the make-up and correction of positive film from phototypesetting machines along with other photo products. A limited number of darkroom techniques are also taught.

Film Imposition and Printing Surface Preparation (Basic Stripping and Platemaking) GR 110

Wednesday and Thursday,
6:00-10:00 p.m.
St. James Campus
60 hours
Fee: $75.00

Prerequisites: Preference will be given to candidates employed in the graphic arts industry.
Course Content: A basic course for black and white and line colour stripping. The course introduces job planning and layout of flats containing negatives, half-tone negatives, line colour negatives and duo-tones. Imposition is included with the preparation of folded dummies and layout sheets for various types of bookwork. Darkroom techniques for making photographic contact film and the exposing and development of presensitized offset plates are an important part of this course.

Film Imposition and Printing Plate Surface Preparation (Advanced Stripping) GR 210

Monday and Tuesday, 6:00-10:00 p.m.
St. James Campus
60 hours
Fee: $75.00

Prerequisite: Completion of GR 110 or equivalent experience.
Course Content: Advanced techniques in black and white, line colour and four colour process stripping; contact work and making spreads and chokes, step and repeat methods and an introduction to the programming and operation of a photo-composing machine.

Film Imposition and Printing Surface Preparation GR 310

Monday and Tuesday,
6:00-10:00 p.m.
St. James Campus
60 hours
Fee: $75.00

Prerequisites: Completion of GR 210 or equivalent experience.
Course Content: Four colour process stripping procedures including the preparation of flats containing chokes and spreads, fake colour and colour separation; colour charts are prepared by the student incorporating the various screen angles and tints. Further experience will be obtained in manual step and repeat methods and machine photo composing.

Photomechanical Reproduction — Basic (Black and White Camera) GR 105

Wednesday and Thursday
6:00-10:00 p.m.
St. James Campus
60 hours
Fee: $75.00

Prerequisites: Preference will be given to candidates employed in the graphic arts industry.
Course Content: Operation of process cameras, calibration of process cameras and darkroom equipment for line, fine-line and half-tone negatives; application of coloured filters and the use of panchromatic film; making photographic contact, duplicates, spreads and chokes; theory of photographic lenses, light sources, film emulsions and processing solutions.

Photomechanical Reproduction — Advanced (Black and White Camera) GR 205

Monday and Tuesday, 6:00-10:00 p.m.
St. James Campus
60 hours
Fee: $75.00

Prerequisite: Completion of GR 105 or equivalent industrial experience.
Course Content: Half-tone photography and machine processing; includes operation, maintenance and control of film processors, use of reflection and transmission densitometers; calibration of various types of contact screens to camera and processing conditions; making duo-tones and other techniques; introduction to colour separation procedures.

Photomechanical Colour Reproduction (Offset) GR 305

Monday and Tuesday, 6:00-10:00 p.m.
St. James Campus
60 hours
Fee: $75.00

Prerequisites: Completion of GR 205 or equivalent experience.
Course Content:designed for students with line and half-tone experience; covers direct and indirect colour separation procedures by various methods; colour correction by photographic masking; basic colour theory; making screened positives and contrast control using CC filters; includes the operation and control of film processors, densitometers, enlarger and related equipment.

Photomechanical Colour Separation (Electronic Scanner) GR 308

Saturday, 9:00-4:00
St. James Campus
60 hours
Fee: $75.00

Prerequisites: Completion of GR 305/ GR 306 or equivalent trade knowledge.
Course Content: Principles of scanning, E & D curve and other sensitometer applications; gradation and Color Computer, Screening, Proofing, Future Trends.

Machine Printing Multilith (Basic) GR 115

Tuesday, 6:00-10:00 p.m.
St. James Campus
60 hours
Fee: $65.00

Prerequisites: Preference will be given to the candidates who have some offset duplicator knowledge.
Course Content: Fundamentals of offset lithography, feeding, dampening systems, ink control and running of one colour and two colour projects. This program leads to GR 115A or GR 116.

Machine Printing Multilith (Advanced) GR 115A

Monday, 6:00-10:00 p.m.
St. James Campus
60 hours
Fee: $65.00

Prerequisites: Completion of GR 115 or a working knowledge of 1250 Multiliths.
Course Content: Advanced course in offset lithography covering feeding, dampening systems (both conventional and alcohol), colour control, two and multi colour projects. This program leads to GR 116.

Machine Printing Single Colour Offset Press (Basic) GR 116

Tuesday, 6:00-10:00 p.m.
St. James Campus
60 hours
Fee: $75.00

Prerequisite: Completion of GR 115 or equivalent knowledge of printing and printing machinery.
Course Content: Offset lithography on single color, Heidelberg, Harris and Miehle presses (Basic). Good housekeeping and safety. Lubrication, measuring instruments and devices for pressmen. Cylinder arrangements, dampening systems both alcohol and conventional, inking and register systems. Plate, paper and ink as related to the pressman. Successful operation of a single colour press.

Machine Printing — Single Colour GR 216

Thursday, 6:00-9:00 p.m.
St. James Campus
60 hours
Fee: $75.00

Prerequisites: Completion of GR 116 or the equivalent knowledge of offset lithography.
Course Content: Colour matching. Projects run during this course will include one colour, multi colour and process work.

Machine Printing Two Colour (Offset Press) GR 217

Tuesday, 6:00-10:00 p.m.
St. James Campus
60 hours
Fee: $75.00

Prerequisite: Candidates presently running single colour presses or having completed GR 216.
Course Content: Practical application of two colour offset printing, alcohol dampening systems, register, cylinder arrangements, application of pH, chemistry of paper and ink, multi colour and process colour jobs and quality control on press runs.

Machine Printing (Flexography) GR 214

Tuesday, 6:00-10:00 p.m.
St. James Campus
60 hours
Fee: $75.00

Prerequisites: Experienced personnel presently employed in pressroom work. This course is designed to acquaint students with the principles of roll feed printing equipment.
Course Content: Fundamentals of flexographic printing process, rolls, inks, tension controls, register, electrical controls, oven dryer, rewind, plate mounting.

Machine Printing (Rotogravure) GR 215

Thursday, 6:00-10:00 p.m.
St. James Campus
60 hours
Fee: $75.00

Prerequisites: Experienced personnel presently employed in pressroom work. This course is designed to acquaint students with the principles of roll feed printing equipment.
Course Content: Fundamentals of rotogravure printing process, rolls, inks, web tension controls, doctor blades, register, electrical controls, oven dryer, rewind.

Binding and Finishing GR 125

Men — Monday or Tuesday or Thursday as required 6:30-10:00 p.m.
Women — Wednesday 6:30-10:00 p.m.
St. James Campus
60 hours
Fee: $50.00

Prerequisite: Elementary Mathematics.
Course content: Use of a selection of the following equipment with an aim of giving the student a thorough understanding of the equipment.
42" Guillotine — Seybold Citation Autospacer, 12 Channel.
26 x 40 Baum Folder, Model 433, Mark II, Dial-O-Matic Feed.
17 x 22 Baum Folder, Pile Feed.
Muller Automatic Stitcher, one Automatic and two Hand Feed Stations.
Christensen Gang Stitcher, five Hand Feed Stations.
Bostitch No. 19E Stitcher.
Muller Gathering Machine, Type 201, three Feed Stations.
Muller Pony 5 Roto Binder.
Smyth No. 12 Book Sewing Machines (2).
Singer Sewer, Side Sewing Capacity, 1/8 inch.
Stamping Press.
Nygren-Dahly Rotary Perforator, 24 inch, Hand Feed.
Challenge Paper Drill, with Rounding Cornering Attachment.
Cerlox Table-Top Combo.
Stripper, Table-Top Model.
Cohasset Tipper.
Shaeffer 22" Gluer.
Casemaking Gauge.
Hickock 00½ Standing Press.
8 Sewing Frames.
Because each major machine requires nearly 60 hours of instruction, the course certificates are sub-divided into the following categories. Minor skills and machines are taught as supplements in each category.

Machine Feeding, Sewers and Stitchers	GR 125A
Programmable Guillotine	GR 125B
26 x 40 Baum Folder	GR 125C
Muller Gatherer	GR 125D
Smyth Sewer	GR 125E
Roto Binder	GR 125F
Automatic and Gang Stitchers	GR 125G

Courses start on September 3rd and 4th, 1975.

Visual Communications Courses

Each of the courses offered in this area involves the student in extensive practical work while providing the requisite basic theory. Designed to assist people already employed in one area of the audio-visual field, these part time courses enable the student to become familiar with other media.
Interviews are required, and the number of students accepted is necessarily limited. A synopsis for each course is available upon request.

Television Techniques AV 924

Monday and Wednesday,
6:00-9:00 p.m.
St. James Campus
60 hours
Fee: $90.00

Audio Visual Extension Courses

The following courses offer a hands-on approach to the subject. No interview is required, but students may discuss the courses with instructors before they register. A course synopsis is available for each subject, and they may be obtained upon request.

Audio Visual Extension Courses

	Jan. 1976	Feb. 1976	Apr. 1976
AV 904	•		•
AV 905			•
AV 907			•
AV 924			•

Introduction to Photography AV 904

Tuesday, 6:30-9:30 p.m.
Casa Loma Campus
30 hours
Fee: $40.00

The fee includes all materials. It has been found necessary to run this course on several occasions annually, to meet student demand, and it will be repeated as required. Early registration is advised.

LANGUAGE TRAINING

Language Training

Intermediate English Conversation and Writing LT 814

Tuesday and Thursday, 7:00-9:00 p.m. College Campus 60 hours Fee: $50.00

Course Content: This is a course for second language learners who already know some English. The course will include work in the following areas: Speaking, Reading, Writing, Grammar (the structure of English), Listening comprehension. There will be some work in our language laboratory to improve stress and intonation. Students who successfully complete this Intermediate Course will qualify for the Advanced Course in English offered at College Campus.

Advanced English Reading Conversation For New Canadians LT 803

Tuesday and Thursday, 7:00-9:00 p.m., 9:00 to 11:00 a.m. Daily College Campus 60 hours Fee: $50.00

Course Content: For students who have already learned to speak and write basic English; includes vocabulary development, reading comprehension, developing conversational skills, business letters and report writing.

Speaking Canadian French (Basic) LT 804A

Tuesday and Thursday, 7:30-9:30 p.m. College Campus 60 hours Fee: $50.00

Speaking Canadian French (Intermediate) LT 804B

Tuesday and Thursday, 7:30-9:30 p.m. College Campus 60 hours Fee: $50.00

Speaking Canadian French (Advanced) LT 804C

Tuesday and Thursday, 7:30-9:30 p.m. College Campus 60 hours Fee: $50.00

Course Content: Acquisition of the distinctive Canadian features of French within general language development appropriate to the individual's competence; language is presented in relevant French-Canadian socio-cultural context.

Italian Language and Heritage (Basic) LT 806A

Tuesday and Thursday, 7:30-9:30 p.m. College Campus 60 hours Fee: $50.00

Italian Language and Heritage (Intermediate) LT 806B

Wednesday, 7:00-10:00 p.m. College Campus 60 hours Fee: $50.00

Spanish Language and Heritage (Basic) LT 808A

Monday and Wednesday, 7:30-9:30 p.m. College Campus 60 hours Fee: $50.00

Spanish Language and Heritage (Intermediate) LT 808B

Monday and Wednesday, 7:30-9:30 p.m. College Campus 60 hours Fee: $50.00

Course Content: Development of facility in both the speaking and the writing of the language; language instruction will be given in contexts that reflect the most notable features of Spanish Culture, particularly the culture of the Spanish-speaking countries of North and South America.

Spanish For Travellers LT 804D

Tuesday and Thursday, 7:30-9:30 p.m. College Campus 60 hours Fee: $50.00

Greek Language and Heritage (Basic) LT 811A

Tuesday and Thursday, 7:30-9:30 p.m. College Campus 60 hours Fee: $50.00

Russian Language LT 815

Tuesday and Thursday, 7:30-9:30 p.m. College Campus 60 hours Fee: $50.00

This course is designed to give students a reading knowledge of Russian. The first half of the course will be devoted to an introduction to Russian. The course will begin with the general characteristics of the Russian language, the alphabet, phonetic values of separate letters, and the basic rules of grammar. Right from the start reading and oral exercises will also be introduced. The second half of the course will be devoted to actual reading and translation of texts, from various fields of interest: newspapers, technical and scientific materials, commercial communications, etc. Rules on writing of a business letter in Russian will also be given to enable the Canadian businessman to learn the methods of setting out inquiries, offers, orders and other commercial communications in Russian. This course is designed for students with little or NO knowledge of Russian.

German (Basic) LT 817

Monday and Wednesday, 7:30-9:30 p.m. College Street Campus 60 hours Fee: $50.00

Course Content: Introduction to German structure with the emphasis on developing the ability to speak and write German. A conversational approach involving every day situations will be very helpful to all who wish to learn the language.

TRAINING IN BUSINESS AND INDUSTRY

Training in Business and Industry

Housekeeping Services Administration

The following courses provide instruction in the cleaning maintenance field. Supervisory and management techniques will be developed.

Courses:

Basic Housekeeping Supervision	**HSA 951**
Basic Skills of Cleaning and Sanitation for Supervisors	**HSA 950**

For further information, phone Bram Allington, Training in Business and Industry at 967-1212, Local 595.

Teaching Techniques

A course for instructors in adult learning settings.

Real Estate

Real Estate courses are started according to demand. For information call 967-1212 ext. 595/6.

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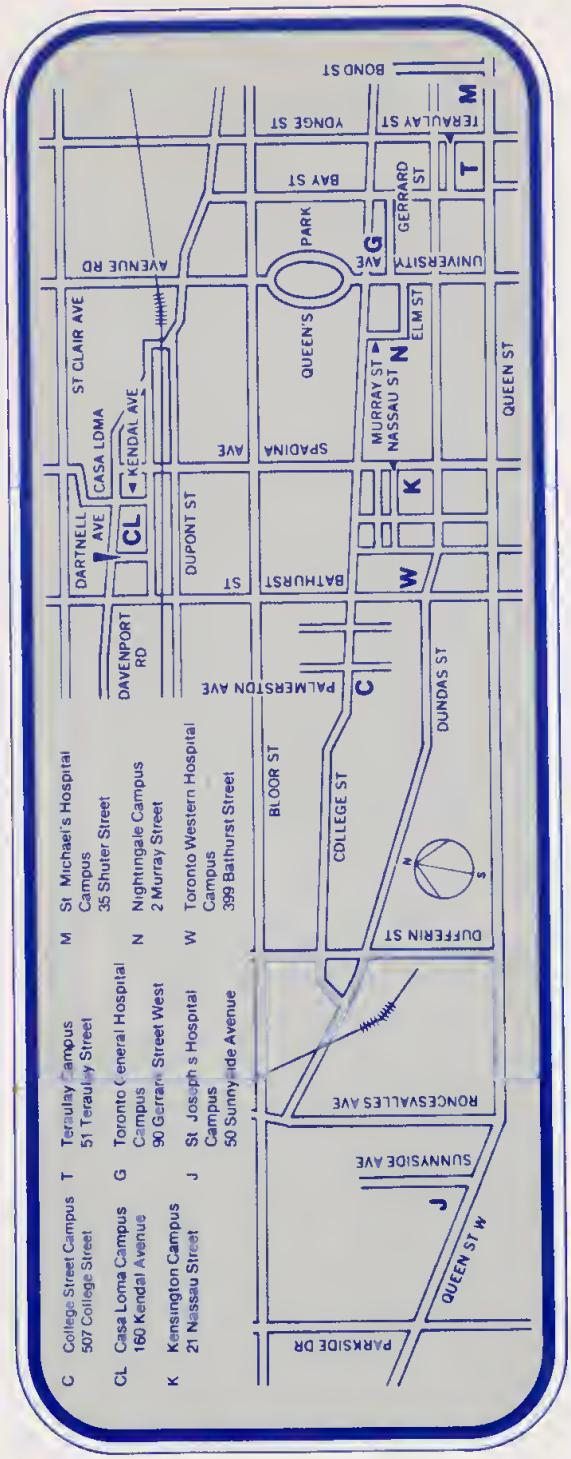

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